

OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

APPENDIX E. Multiple station dispatch instructions are contained in Section F.

(3) If appropriate that field recipients be aware of Headquarters distribution, the Headquarters Distribution Category Symbol will be used. (See APPENDIX E).

c. Headquarters Distribution

The listing of Headquarters offices receiving distribution will be shown at the lower left of the dispatch copies retained at Headquarters.

14. Originator

The originating officer shall sign his true name on the yellow copy of Form 53.

15. Coordination

a. The originator of a dispatch shall determine the extent of coordination required, consistent with geographic, operational, and support considerations.

b. Coordinating officers, within their spheres of responsibility, shall determine whether a dispatch is consistent with approved plans, policies, and procedures.. Coordinators will sign the yellow copy of Form 53 in true name.

c. Dispatches which are addressed to stations under the cognizance of more than one Division should be coordinated with each Division.

16. Release

a. Chiefs and Deputy Chiefs of Divisions are authorized to release dispatches

OC RECORDS CONTROL SCHEDULE #3377

ITEM # 28a

DATES 29 Nov 65 TO 15 Jan 71

Date: 23 August 1966

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110. DISPATCHES

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within their geographical areas of responsibility. Those which transcend the responsibility of more than one Division, raise a question of policy, initiate or significantly affect activities or projects, commit funds, deny a request or disapprove an action or are apt to raise a controversy, shall be released by the D/CO, DD/CO, or Chief, OC-O. Chief or Deputy Chief, OC-SPS will release dispatches addressed to Chief, [REDACTED] Releasing officers shall determine, and by their signature certify, that the dispatch:

(1) Has been properly classified, sterilized, addressed, and coordinated.

(2) Is applicable, appropriate, and consistent with approved plans, policies, and procedures.

(3) Is consistent with operational and security considerations pertinent to the subject matter and to the addressee,

(4) Is consistent with the limitations regarding material which may be sent by pouch (see Section I).

25X1A

b. The releasing officer shall sign his true name on the yellow copy of Form 53 and his pseudonym initials after Chief, [REDACTED] on the "FROM" line; except when the releasing officer is the same as the signing officer, the initials may be omitted.

17. Security Classification and Group Marking

a. The appropriate defense classification will be stamped or typed at the top and bottom of each page of all copies of a dispatch and its enclosures. If typed, capital letters separated by hyphens will be used, as S-E-C-R-E-T.

OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 DISPATCH AND POUCH PROCEDURES - con't

4. Special Shipments

a. Staffs originating shipments of equipment to be forwarded through classified pouch channels have the responsibility for notifying the Field that such shipments are enroute if such notification is necessary.

b. OC-RMS will establish the pouch channel and proper addresses, obtain dates of the estimated arrival of the equipment in the Field, if available and required; and will provide this information to the Staffs upon request.

J. HAND-CARRIED CLASSIFIED MATERIALS

1. Formal Authorization Mandatory

Under no circumstances shall classified material be hand carried to the Field by persons who do not have proper approval. This includes equipment of a classified nature which ordinarily would be transmitted by pouch. Because of the security hazard, material shall be hand carried only in emergency situations where the necessity for immediate delivery outweighs the possibility of a compromise of security.

2. Request for Approval

If the office head concerned considers it essential that material be hand carried, he shall request approval by forwarding three completed copies of Form 1804, Request for and Appointment of Special Courier, (See EXHIBIT E), to Chief, OC-RMS along with the material to be hand carried at least one full working day in advance of the individual's departure. This will allow sufficient time for preparation of the pouch and approval of the special courier appointment to be granted or denied.

110. DISPATCHES OFFICE OF COMMUNICATIONS ORDERS

110.1 DISPATCH AND POUCH PROCEDURES - con't

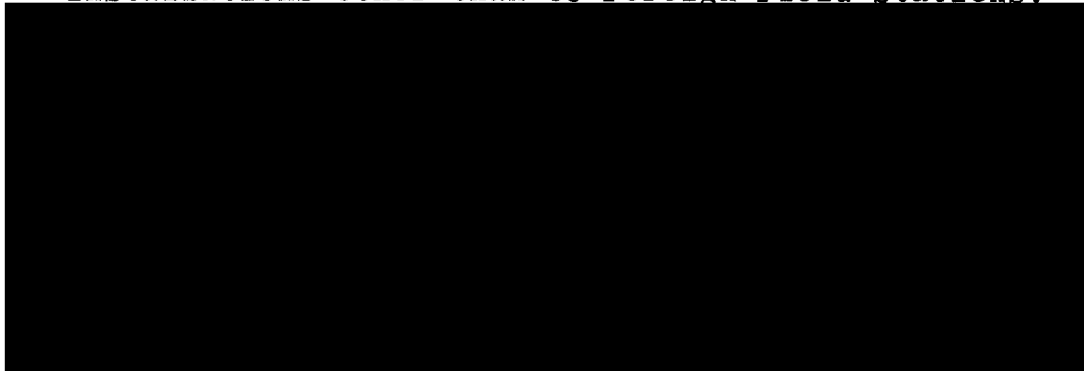
3. Release of Pouch

If approval is granted, OC-RMS shall prepare the pouch and will brief the special courier.

\*K. ADDITIONAL CHANNELS

Facilities are also available for pouching to installations other than OC Foreign Field Stations.

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OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 APPENDIX B

PREPARATION OF [REDACTED] CORRESPONDENCE

25X1A

I. PREPARATION OF CORRESPONDENCE

A. Types of Correspondence

25X1A

Correspondence to [REDACTED] Field Stations consists of the following categories:

1. Correspondence addressed exclusively to [REDACTED] Field Stations. 25X1A

2. Correspondence addressed to [REDACTED] Field Stations and other overseas areas. 25X1A

3. Correspondence to DD/P Chiefs of Stations and Bases within [REDACTED]. 25X1A

B. Format

Correspondence should be prepared on Dispatch Form 53 or Transmittal Manifest, Form 1236a, in the established format.

C. Addressee and Originator

1. The addressee will be the officer in charge of the Communications installation, or the Chief of Station or Base, as appropriate.

2. Correspondence prepared at Headquarters, addressed exclusively to [REDACTED], will indicate [REDACTED]. 25X1A  
25X1A

\* 3. Correspondence prepared at Headquarters to [REDACTED] Field Stations in the name of the Director of Communications will indicate "FROM: [REDACTED]". However, this title will not be used as a general rule; rather, it will be used in those instances wherein the content of the dispatch would require the signature of the D/CO, DD/CO, or OC-O as an authorizing official of the Agency. 25X1A

\* 17 March 1969  
Date: 29 November 1965

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110. DISPATCHES OFFICE OF COMMUNICATIONS ORDERS

110.1 APPENDIX B - con't

D. Dispatch Symbols

1. Correspondence which is prepared in the name of

[REDACTED]

2. Correspondence which is prepared in the name of the Director of Communications will contain the appropriate dispatch symbol and number of the D/CO.

E. Signature

\* Correspondence originated in the name of Chief, [REDACTED] will be signed by the Chief or Deputy Chief, [REDACTED].

F. Distribution

The standard procedure established for preparation of dispatches will be followed.

G. Coordination/Release

1. The officer originating a dispatch will determine the extent of coordination required consistent with existing directives and the operational and support requirements involved.

2. [REDACTED] will release correspondence originated in his name. There is no change in correspondence procedures regarding releasing authority for dispatches originated in the name of the Director of Communications.

OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 APPENDIX D

OFFICE OF COMMUNICATIONS DISTRIBUTION

CATEGORY SYMBOLS

1. Field Distribution

Category Symbols

Distributed To

A

All Major OC Field Activities and Communications Division, OSA

B

Stations which have personnel assigned by OC (Does NOT include Category A)

C

Stations at which Communicators are other than OC personnel (Does NOT include Category A or B Stations)

D

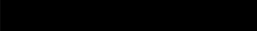
Cancelled

25X1A

E

F

Area plus B

An Area Headquarters plus all OC manned stations under its jurisdiction  plus B)

\*2. Headquarters Distribution

25X1A

Category Symbols

Distributed To

1

D/CO, DD/CO, OC-O, OC-EXA, OC-RMS

\* 13 January 1969  
Date: 14 November 1967

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110.1 APPENDIX D - con't

Category Symbols

Distributed To

25X1A

2

Distribution 1 plus Staff and  
Division Chiefs; [REDACTED]  
[REDACTED] Communications  
Division, USA.

25X1A

3

Distribution 2 plus Branch  
Chiefs

4

Distribution 3 plus Section  
Chiefs

5

Distribution to all employees  
at Headquarters

6

Each Career Panel, plus DD/CO  
and Chairman of the OC Panels

7

Special distribution at the  
request of the originator  
(i.e., DDP, DDS, DDI, and/or  
DDS&T)

3. Publication Distribution

Exceptions to standard distribution category symbols occur  
when distribution of publications are made to an established  
list of addresses. In these cases the addressee line will  
read: TO: All [REDACTED]s). The distribution will  
then read: (i.e. [REDACTED] cy each.

25X1A



OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 APPENDIX E

SENIOR COMMUNICATIONS OFFICER

Those stations listed below are designated as Senior Communications Officer (SCO) and are to be addressed in correspondence as follows:

Senior Communications Officer  
Senior Communications Officer  
Senior Communications Officer  
Senior Communications Officer  
Senior Communications Officer  
Senior Communications Officer

25X1A

Date: 20 May 1968

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S-E-C-R-E-T

## 110. DISPATCHES

## EXHIBIT A

DISPATCH		CLASSIFICATION	PROCESSING ACTION
		S-E-C-R-E-T	MARKED FOR INDEXING (If electrical transmission is necessary)
TO	Chief, [REDACTED]	IA TELEPOUCH	NO INDEXING REQUIRED
INFO	Communications Officer, [REDACTED]		ONLY QUALIFIED DESK CAN JUDGE INDEXING
FROM	Chief, [REDACTED] (Pseudo Initials of Releasing Officer)		MICROFILM
SUBJECT	Format for Preparing Dispatches <b>PRIORITY</b> (If necessary)		
ACTION REQUIRED - REFERENCES For Information Only			
REFS: A. [REDACTED] 69-123, dated 1 February 1969 B. DIR 12345, dated 2 January 1969			
<p>1. This is a sample [REDACTED] dispatch prepared on Form 53, a prepunched, 5-part, carbon-interleaved set. "Letterex" paper may be used for additional copies. Preparation and distribution of copies should be held to the minimum.</p> <p>2. Use single spacing, with a double space between paragraphs and sub-paragraphs. A brief dispatch may be double spaced.</p> <p>3. Paragraphs will be numbered consecutively and will follow the indentation pattern used in this sample. A single paragraph dispatch will not be numbered.</p> <p>4. While an actual dispatch would require copies as described in Section D, paragraph 13, a, this sample dispatch includes only the following representative copies:</p> <p>a. The original of the official dispatch form will be sent to the field. Signature is in pseudonym. The carbon copies sent to the field addressees will be like the original.</p> <p>b. The yellow copy of the dispatch is the official record copy. Signatures of the originating, coordinating, and releasing officers will appear below the solid black line in true name. Other Headquarters file copies will be like the official record copy, however, they will not ordinarily carry the handwritten signature.</p>			
- CONTINUED -			
CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE	
	[REDACTED] 69-123	Date Released	
	CLASSIFICATION	HQS FILE NUMBER	
(WHITE)	S-E-C-R-E-T		

25X1A

25X1A

Date Typed  Distribution: 1 - CC-RMS (Official Record Copy) 1 - CC-A 1 - CC-CS 1 - CC-MES  (YELLOW)	OFFICE		ORIGINATING		FILE #	
	OFFICER		TYPIST			
	CC-A True Name Signature True Initials 4307					
	OFFICE SYMBOL		DATE		OFFICER'S NAME	
	CC-CS		True Name Signature			
RELEASING OFFICE SYMBOL      DATE      OFFICER'S SIGNATURE CC-MES      Released      True Name Signature						
FORM 1-63	53 USE PREVIOUS EDITION. MFG. 1-66				1401	DISPATCH

1 - CC-MES  (BLUE)							
	RELEASING OFFICE SYMBOL      DATE      OFFICER'S SIGNATURE CC-MES      Released      True Name Signature						
	FORM 1-63	53 USE PREVIOUS EDITION. MFG. 1-66				1401	DISPATCH

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110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

110.1 EXHIBIT A - con't

CONTINUATION OF DISPATCH	CLASSIFICATION	DISPATCH SYMBOL AND NUMBER
	S-E-C-R-E-T	ADM 69-123
<p>5. The releasing date of the dispatch is typed or stamped at the lower right of the dispatch. Note that the date of preparation is typed at the lower left, below the text of the message, on all copies remaining at Headquarters.</p> <p>6. If the dispatch requires more than one page, identify the second and succeeding pages by dispatch number as illustrated above. Second and succeeding pages will be prepared on Form 53a, Continuation of Dispatch.</p> <p>7. The pseudonym signature of the signing officer of a multi-page dispatch will be on the last page of the original. The true name signatures of the signing, coordinating, and releasing officers will be on the first page of the yellow official record copy.</p> <p style="text-align: center;">(Pseudonym Signature) Typed Pseudonym of the Signing Officer</p> <p>*Enclosures: A. (Brief description), (Number of copies) B. (Brief description), (Number of copies)</p> <p>Distribution: Orig. &amp; 2 - Addressee, w/encls. A &amp; B 1 - Communications Officer, [REDACTED] w/o encls.</p> <p>* Dispatches for transmission VIA TELEPOUCH cannot have enclosures or attachments.</p>		
(WHITE) FORM 53a 8-64 1401 USE PREVIOUS EDITION.	CLASSIFICATION S-E-C-R-E-T	(Check if 3 or more pages) 2 PAGE NO. 2 CONTINUED
(YELLOW) FORM 53a 8-64 1401 USE PREVIOUS EDITION.	CLASSIFICATION S-E-C-R-E-T	(Check if 3 or more pages) 2 PAGE NO. 2
(BLUE) FORM 53a 8-64 1401 USE PREVIOUS EDITION.	CLASSIFICATION S-E-C-R-E-T	(Check if 3 or more pages) 2 PAGE NO. 2

25X1A

OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

9. Signature

Chiefs and Deputy Chiefs of Divisions and Staffs, authorized signing officers, or higher authority may sign dispatches. The pseudonym of the signing officer shall be typed on all copies but his signature need appear only on the original. A signing officer whose pseudonym is not typed on the dispatch shall initial all copies of the dispatch. When the D/CO or DD/CO release a dispatch, their typed pseudonym signature is to be placed on the dispatch and they will also be the signing officer.

10. Date

a. The date the dispatch is prepared will be typed by the originating office at the left below the text on all Headquarters copies.

b. The date of actual release (which will be the date used whenever referring to a dispatch) will be typed or stamped at the right, in the space provided by the releasing office.

11. Dispatch Symbols and Numbers

a. Dispatches will be numbered with the appropriate Division or Staff symbol (See APPENDIX D), followed by the last two digits of the current year, and numerical series beginning with 001. On 1 January of each year, the numerical series will revert to 001. Example: ADM 65-001.

b. The originator of a dispatch will obtain the appropriate number from the respective Division or Staff registry. If, after a number has been obtained, a dispatch should be cancelled, the issuing Division or Staff is to be notified immediately.

Date: 29 Nov 1965

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c. Should the same number be assigned to two separate dispatches, the issuing Division or Staff will rectify the error as follows:

(1) If the dispatch has not been pouched, a new number will be assigned to the dispatch bearing the latest date.

(2) If the dispatch has been pouched, the dispatch bearing the latest date will be amended by the addition of the letter "A" (e.g., ADM 65-001 becomes ADM 65-001-A). In this case the Division or Staff concerned will be responsible for notifying the field.

12. Enclosures

a. Preparation

(1) A complete set of enclosures, if available, will accompany each copy of the dispatch sent to the action addressee, and where possible or applicable, with the information copies.



25X1A

(3) The following notation will be either typed at the top of the enclosure or on a separate sheet of paper and securely fastened to the enclosure:

"Enclosure No. \_\_\_\_\_ to Dispatch  
No. \_\_\_\_\_ for Station \_\_\_\_\_."

or

"Separate Cover Enclosure(s) No. \_\_\_\_\_  
to Dispatch No. \_\_\_\_\_ for Station \_\_\_\_\_."

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OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 DISPATCH AND POUCH PROCEDURES - con't

APPENDIX E. Multiple station dispatch instructions are contained in Section F.

(3) If appropriate that field recipients be aware of Headquarters distribution, the Headquarters Distribution Category Symbol will be used (see APPENDIX E).

c. Headquarters Distribution

The listing of Headquarters offices receiving distribution will be shown at the lower left of the dispatch copies retained at Headquarters.

14. Originator

The originating officer shall sign his true name on the yellow copy of Form 53.

15. Coordination

a. The originator of a dispatch shall determine the extent of coordination required, consistent with geographic, operational, and support considerations.

b. Coordinating officers, within their spheres of responsibility, shall determine whether a dispatch is consistent with approved plans, policies, and procedures. Coordinators will sign the yellow copy of Form 53 in true name.

\* c. Dispatches which are addressed to stations under the cognizance of more than one Operations Staff should be coordinated with the appropriate Operations Staffs.

\*13 January 1969  
Date: 23 August 1966

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110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

110.1 DISPATCH AND POUCH PROCEDURES - con't

16. Release

\* a. Chiefs and Deputy Chiefs of Operations Staffs are authorized to release dispatches within their geographical areas of responsibility. Those which transcend the responsibility of more than one Operations Staff, raise a question of policy, initiate or significantly affect activities or projects, commit funds, deny a request or disapprove an action or are apt to raise a controversy, shall be released by the D/CO, DD/CO, or Chief, OC-O. Chief or Deputy Chief, OC-SPD will release dispatches addressed [REDACTED] Releasing officers shall determine, and by their signature certify, that the dispatch:

- (1) Has been properly classified, sterilized, addressed, and coordinated.
- (2) Is applicable, appropriate, and consistent with approved plans, policies, and procedures.
- (3) Is consistent with operational and security considerations pertinent to the subject matter and to the addressee.
- (4) Is consistent with the limitations regarding material which may be sent by pouch (see Section I).

b. The releasing officer shall sign his true name on the yellow copy of Form 53 and his pseudonym initials after [REDACTED] on the "FROM" line; except when the releasing officer is the same as the signing officer, the initials may be omitted.

17. Security Classification and Group Marking

a. The appropriate defense classification will be stamped or typed at the top and bottom

\*13 January 1969

Date: 23 August 1966

OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 APPENDIX B

PREPARATION OF [REDACTED] CORRESPONDENCE

25X1A

I. PREPARATION OF CORRESPONDENCE

A. Types of Correspondence

Correspondence to [REDACTED] Field Stations consists of the following categories:

25X1A

1. Correspondence addressed exclusively to [REDACTED] Field Stations.

25X1A

2. Correspondence addressed to [REDACTED] Field Stations and other geographical areas.

3. Correspondence to DD/P Chiefs of Stations and Bases within [REDACTED]

25X1A

B. Format

Correspondence should be prepared on Dispatch Form 53 or Transmittal Manifest, Form 1236, in the established format.

C. Addressee and Originator

1. The addressee will be the officer in charge of the Communications installation, or the Chief of Station or Base, as appropriate.

25X1A

2. Correspondence prepared at Headquarters, addressed exclusively to [REDACTED] Field Stations, will indicate "FROM: Chief, [REDACTED] Washington".

25X1A

3. Correspondence prepared at Headquarters to [REDACTED] Field Stations in the name of the Director of Communications will indicate "FROM: [REDACTED]". However, this title will not be used as a general rule; rather, it will be used in those instances

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Date: 29 Nov 1965

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110. DISPATCHES                      OFFICE OF COMMUNICATIONS ORDERS

wherein the content of the dispatch would require the signature of the Director of Communications as an authorizing official of the Agency.

D. Dispatch Symbols

1. Correspondence which is prepared in the



2. Correspondence which is prepared in the name of the Director of Communications will contain the appropriate dispatch symbol and number of the D/CO.

E. Signature

Chiefs or Deputy Chiefs of Staffs may sign correspondence originated in the name of



F. Distribution

The standard procedure established for preparation of dispatches will be followed.

G. Coordination/Release

1. The officer originating a dispatch will determine the extent of coordination required consistent with existing directives and the operational and support requirements involved.

2. [REDACTED] will release correspondence originated in his name. There is no change in correspondence procedures regarding releasing authority for dispatches originated in the name of the Director of Communications.

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OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 APPENDIX D

\* OFFICE OF COMMUNICATIONS DISPATCH SYMBOLS

OC D/CO, DD/CO, OC-O, OC-EA, OC-P, OC-R&D, OC-NCS

AS Africa Staff

25X1A  Americas Staff

ES Europe Staff

FES Far East Staff

MES Middle East Staff

ADM Administration Staff

CMS Career Management and Training Staff

CY Communications Security Staff

RMS Records Management Staff

CCD Covert Communications Division

SCD Staff Communications Division

SPD Special Programs Division



\* 13 January 1969  
Date: 29 November 1965

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OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 APPENDIX E

OFFICE OF COMMUNICATIONS DISTRIBUTION

CATEGORY SYMBOLS

1. Field Distribution

Category Symbols

Distributed To

A

All Major OC Field Activities and Communications Division, OSA

B

\* Stations which have personnel assigned by OC (Does NOT include Category A)

C

Stations at which Communicators are other than OC personnel (Does NOT include Category A or B Stations)


D

Cancelled

E

F

Area plus B

An Area Headquarters plus all OC manned stations under its jurisdiction (e.g.,  plus B)

25X1A

25X1A

2. Headquarters Distribution

Category Symbols

Distributed To

1

D/CO, DD/CO, OC-O, OC-EXO, OC-RMS

\* 20 May 1968  
Date: 14 November 1967

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S-E-C-R-E-T

110. DISPATCHES OFFICE OF COMMUNICATIONS ORDERS

110.1 APPENDIX E--con't

2. Headquarters Distribution - con't

<u>Category Symbols</u>	<u>Distributed To</u>
2	Distribution 1 plus Staff and Division Chiefs: [REDACTED] Communications Division, OSA
3	Distribution 2 plus Branch Chiefs
4	Distribution 3 plus Section Chiefs
5	Distribution to all employees at Headquarters
6	Each Career Panel, plus DD/CO and Chairman of the OC panels
7	Special distribution at the request of the originator (i.e., DDP, DDS, DDI, and/or DDS&T)

25X1A  
25X1A

3. Publication Distribution

Exceptions to standard distribution category symbols occur when distribution of publications are made to an established list of addresses. In these cases the addressee line will read: TO: All (i.e., [REDACTED]). The distribution will then read: [REDACTED] holders 1 cy each.

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S-E-C-R-E-T

## OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

## 110.1 EXHIBIT A

DISPATCH		CLASSIFICATION S-E-C-R-E-T	PROCESSING ACTION																																												
TO	(if electrical transmission) Chief, [REDACTED] VIA TELEPOUCH is necessary		MARKED FOR INDEXING																																												
FROM	Communications Officer, [REDACTED]		NO INDEXING REQUIRED																																												
THRU	Chief, [REDACTED] (Pseudo initials of Releasing Officer)		ONLY QUALIFIED DESK CAN JUDGE INDEXING																																												
SUBJECT	Format for Preparing Dispatches		NO INDEXING																																												
ACTION REQUIRED - REFERENCE		PRIORITY (If necessary)																																													
For Information Only																																															
a. [REDACTED]-123, dtd. 1 Feb. 1965 b. DIR 12345, dtd. 1 March 1965																																															
<p>1. This is a sample [REDACTED] dispatch prepared on Form 53, a prepunched, 5-part, carbon interleaved set. "Letterex" paper may be used for additional copies. Preparation and distribution of copies should be held to the minimum.</p> <p>2. Use single spacing, with a double space between paragraphs and sub-paragraphs. A brief dispatch may be double spaced.</p> <p>3. Paragraphs will be numbered consecutively and will follow the indentation pattern used in this sample. A single paragraph dispatch will not be numbered.</p> <p>4. While an actual dispatch would require copies as described in Section D, paragraph 13, a, this sample dispatch includes only the following representative copies:</p> <p>a. The original of the official dispatch form will be sent to the field. Signature is in pseudonym. The carbon copies sent to the field addressees will be like the original.</p> <p>b. The yellow copy of the dispatch is the official record copy. Signatures of the originating, coordinating, and releasing officers will appear below the solid black line in true name. Other Headquarters file copies will be like the official record copy, however, they will not ordinarily carry the handwritten signature.</p>																																															
CONTINUED																																															
CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE																																													
	ADM 65-123	Date Released																																													
WHITE	CLASSIFICATION S-E-C-R-E-T	DISPATCH FILE NUMBER																																													
<table border="1"> <thead> <tr> <th colspan="4">ORIGINATING</th> </tr> <tr> <th>OFFICE</th> <th>OFFICER</th> <th>TYPE</th> <th>EXT.</th> </tr> </thead> <tbody> <tr> <td>OC-A</td> <td>True Name Signature</td> <td>True Initials</td> <td>6087</td> </tr> <tr> <th colspan="4">COORDINATING</th> </tr> <tr> <th>OFFICE SYMBOL</th> <th>DATE</th> <th colspan="2">OFFICER'S NAME</th> </tr> <tr> <td>OC-S</td> <td></td> <td colspan="2">True Name Signature</td> </tr> <tr> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <th colspan="4">RELEASING</th> </tr> <tr> <th>OFFICE SYMBOL</th> <th>DATE</th> <th>Date Released</th> <th>OFFICER'S SIGNATURE</th> </tr> <tr> <td>OC-MD</td> <td></td> <td></td> <td>True Name Signature</td> </tr> </tbody> </table>				ORIGINATING				OFFICE	OFFICER	TYPE	EXT.	OC-A	True Name Signature	True Initials	6087	COORDINATING				OFFICE SYMBOL	DATE	OFFICER'S NAME		OC-S		True Name Signature										RELEASING				OFFICE SYMBOL	DATE	Date Released	OFFICER'S SIGNATURE	OC-MD			True Name Signature
ORIGINATING																																															
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FORM 53 USE PREVIOUS EDITION. MFG. 1-66 YELLOW			<b>DISPATCH</b>																																												
<table border="1"> <thead> <tr> <th colspan="4">ORIGINATING</th> </tr> <tr> <th>OFFICE</th> <th>OFFICER</th> <th>TYPE</th> <th>EXT.</th> </tr> </thead> <tbody> <tr> <td>OC-A</td> <td>True Name Signature</td> <td>True Initials</td> <td>6087</td> </tr> <tr> <th colspan="4">COORDINATING</th> </tr> <tr> <th>OFFICE SYMBOL</th> <th>DATE</th> <th colspan="2">OFFICER'S NAME</th> </tr> <tr> <td>OC-S</td> <td></td> <td colspan="2">True Name Signature</td> </tr> <tr> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <th colspan="4">RELEASING</th> </tr> <tr> <th>OFFICE SYMBOL</th> <th>DATE</th> <th>Date Released</th> <th>OFFICER'S SIGNATURE</th> </tr> <tr> <td>OC-MD</td> <td></td> <td></td> <td>True Name Signature</td> </tr> </tbody> </table>				ORIGINATING				OFFICE	OFFICER	TYPE	EXT.	OC-A	True Name Signature	True Initials	6087	COORDINATING				OFFICE SYMBOL	DATE	OFFICER'S NAME		OC-S		True Name Signature										RELEASING				OFFICE SYMBOL	DATE	Date Released	OFFICER'S SIGNATURE	OC-MD			True Name Signature
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FORM 53 USE PREVIOUS EDITION. MFG. 1-66 BLUE			<b>DISPATCH</b>																																												

\* 28 Feb 1967  
Date: 29 Nov 1965

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## 110. DISPATCHES

## OFFICE OF COMMUNICATIONS ORDERS

CONTINUATION OF DISPATCH	CLASSIFICATION	DISPATCH SYMBOL AND NUMBER
	S-E-C-R-E-T	ADM 65-123
<p>3. The releasing date of the dispatch is typed or stamped at the lower right of the dispatch. Note that the date of preparation is typed at the lower left, below the text of the message, on all copies remaining at Headquarters.</p> <p>6. If the dispatch requires more than one page, identify the second and succeeding pages by dispatch number as illustrated above. Second and succeeding pages will be prepared on Form 53a, Continuation of Dispatch.</p> <p>7. The pseudonym signature of the signing officer of a multi-page dispatch will be on the last page of the original. The true name signatures of the signing, coordinating, and releasing officers will be on the first page of the yellow official record copy.</p> <p>(Pseudonym Signature) Typed Pseudonym of the Signing Officer</p> <p>*Enclosures: A. (Brief description), (Number of Copies) B. (Brief description), (Number of Copies)</p> <p>Distribution: Orig &amp; 2 - Addressee, w/encls. A &amp; B 1 - Communications Officer, [REDACTED] w/o encls.</p> <p>* Dispatches for transmission VIA TELEPOUCH cannot have enclosures or attachments.</p>		
FORM 53a USE PREVIOUS EDITION.	CLASSIFICATION S-E-C-R-E-T	(Check if 3 or more pages) 2
WHITE		
FORM 53a USE PREVIOUS EDITION.	CLASSIFICATION S-E-C-R-E-T	(Check if 3 or more pages) 2
YELLOW		
FORM 53a USE PREVIOUS EDITION.	CLASSIFICATION S-E-C-R-E-T	(Check if 3 or more pages) 2
BLUE		

25X1A

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\* 28 Feb 1967  
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OFFICE OF COMMUNICATIONS ORDERS

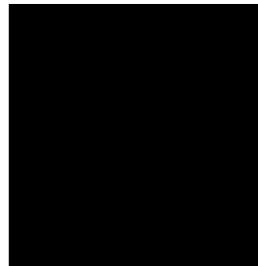
110. DISPATCHES

110.1 APPENDIX F

SENIOR COMMUNICATIONS OFFICER

Those stations listed below are designated as Senior Communications Officer (SCO) and are to be addressed in correspondence as follows:

Senior Communications Officer,  
Senior Communications Officer,  
Senior Communications Officer,  
Senior Communications Officer,  
Senior Communications Officer,  
Senior Communications Officer,



25X1A

Date: 20 May 1968

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## 110. DISPATCHES

110.1 EXHIBIT D

[illegible]

(13-47)

(13-47)

OC-AFD

(13-47)

\* 20 May 1968  
Date: 28 February 1968  
Approved For Release 2001/09/03 : CIA-RDP79-00657A000300060001-4 Page 1

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OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

2. Addressee

a. Usually the addressee will be the officer in charge of the communications installation and shall be indicated as appropriate.

(1) Chief, Area, City (e.g.,

[REDACTED]

25X1A

(2) Communications Officer, City  
(e.g., Communications Officer,

25X1A

[REDACTED]

\* (3) Senior Communications Officer,  
Country or State (where such designations  
are authorized, See APPENDIX F).

25X1A

[REDACTED]

b. Exceptions to the above method of addressing dispatches are authorized wherever considered more appropriate to the OC field component. These exceptions will be announced by means of a notice.

c. In cases where it is necessary to address the DDP representative the address is Chief of Station, City; or Chief of Base, City.

3. Information Addressees

When copies are to be sent to installations other than the action addressee, the appropriate designation shall be made in the space marked "INFO".

4. From

25X1A

25X1A

Enter the cryptonym [REDACTED] except for [REDACTED] and Logistics Supply Depots. (Procedures for the preparation of [REDACTED] correspondence are found in APPENDIX B, and Logistics Supply Depots in APPENDIX C).

25X1A

\* 20 May 1968  
Date: 29 Nov 1965

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110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

5. Subject

Subjects are to be brief yet specifically define the matter discussed. Special indicators may be used and are to be typed in capital letters immediately preceding the subject. Example: [REDACTED] Overtime Payment - Joseph A. DOE.

25X1A

6. Action Required/Reference

a. The indication of "Action Required" is optional. If used, write a brief statement such as "None," "For Information Only," "See para \_\_\_\_\_ below," etc.

b. References to dispatches shall be by number and date. References to cables shall be by station or Headquarters number and date. They shall be typed in the space immediately below "Action Required." References may be listed one below the other or, to conserve space, arrange across the page.

7. Processing Block

The "Processing Block" is for the Clandestine Services only and is to be ignored.

8. Content

a. Dispatches shall be limited to official business.

b. No more than one specific subject will be covered in a dispatch.

OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 DISPATCH AND POUCH PROCEDURES - con't

b. Sterilization

Enclosures are to be prepared in a sterile form, following the same procedures for dispatches and other official documents. If enclosures cannot be sterilized (received from another office already prepared, etc.), other appropriate means, such as split transmission shall be used.

c. Listing on Dispatch

(1) Enclosures will be listed at the lower left of the dispatch, two spaces below the typed name of the signer, with an indication of the number of copies of each enclosure, for example:

Enclosures:

1. DF Logs (1 copy)
2. Monitor Logs (2 copies)

(2) If the text of the dispatch consists merely of a transmittal sentence and a tabulated list of enclosures, it will be sufficient to indicate at the lower left, below the message, the following:

Enclosures: (number) as stated

d. Fragile Enclosures

When enclosures require careful handling during Headquarters processing and upon arrival at their destination, the following precautions will be taken:

(1) The transmittal dispatch will clearly indicate the nature of the enclosures.

(2) The enclosures will be placed

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110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

110.1 DISPATCH AND POUCH PROCEDURES - con't

in a sealed envelope which will bear the dispatch number and the notation "FRAGILE ENCLOSURE -- DO NOT FOLD, BEND, STAPLE, MARK OR EXPOSE TO LIGHT." This envelope will be clipped to the dispatch in such a manner as not to damage the contents.

(3) Fragility of the enclosures will be noted in the listing on the pouch manifest and on the innermost pouch wrapper by OC-A/RMB.

e. Separate Cover Enclosures

(1) The notation "UNDER SEPARATE COVER" or "USC" will be typed beside the listing of enclosures on the dispatch when the enclosures will not accompany the dispatch.

(2) Separate cover enclosures do not require a transmittal dispatch when forwarded. This applies also to the forwarding of identities (see Section C).

(3) When the dispatch and separate cover enclosures are sent to OC-A/RMB under a single routing sheet, the forwarding office will call specific attention on the routing sheet to the fact that the enclosures are to be forwarded by separate pouch.

- \* (4) Separate cover enclosures to transmittal manifests or transmittal dispatches [REDACTED] or their field stations will be forwarded by OC-A/RMB prior to their respective transmitting document.

25X1A

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OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 DISPATCH AND POUCH PROCEDURES - con't

2. Addressee

a. Usually the addressee will be the officer in charge of the communications installation and shall be indicated as appropriate.

\* (1) Chief, Area, City (e.g., Chief,

(2) Communications Officer, City  
(e.g., Communications Officer, [REDACTED]).

(3) Senior Communications Officer,  
Country or State (where such designations  
are authorized, See APPENDIX F).

25X1A

b. Exceptions to the above method of addressing dispatches are authorized wherever considered more appropriate to the OC field component. These exceptions will be announced by means of a notice.

c. In cases where it is necessary to address the DDP representative the address is Chief of Station, City; or Chief of Base, City.

3. Information Addressees

When copies are to be sent to installations other than the action addressee, the appropriate designation shall be made in the space marked "INFO."

25X1A

4. From

25X1A

25X1A

Enter the cryptonym [REDACTED] except for [REDACTED], and Logistics Supply Depots. (Procedures for the preparation of [REDACTED] correspondence are found in APPENDIX B, and Logistics Supply Depots in APPENDIX C).

\* 15 June 1969  
Date: 29 November 1965

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110. DISPATCHES OFFICE OF COMMUNICATIONS ORDERS

110.1 DISPATCH AND POUCH PROCEDURES - con't

5. Subject

Subjects are to be brief yet specifically define the matter discussed. Special indicators may be used and are to be typed in capital letters immediately preceding the subject. Example:

[REDACTED] Overtime Payment - Joseph A. DOE.

6. Action Required/Reference

a. The indication of "Action Required" is optional. If used, write a brief statement such as "None," "For Information Only," "See para \_\_\_\_\_ below," etc.

b. References to dispatches shall be by number and date. References to cables shall be by station or Headquarters number and date. They shall be typed in the space immediately below "Action Required." References may be listed one below the other or, to conserve space, arrange across the page.

7. Processing Block

The "Processing Block" is for the Clandestine Service only and is to be ignored.

8. Content

a. Dispatches shall be limited to official business.

b. No more than one specific subject will be covered in a dispatch.

OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 DISPATCH AND POUCH PROCEDURES - con't

\* 9. Signature

The D/CO, DD/CO, OC-O, and Chiefs and Deputy Chiefs of Staffs and Divisions, except OC-AFS, OC-ES, OC-FES, and OC-MES are authorized to sign dispatches. Dispatches originated by the OC Operations Staffs will be signed by the OC-O, DD/CO, or the D/CO.

10. Date

a. The date the dispatch is prepared will be typed by the originating office at the left below the text on all Headquarters copies.

b. The date of actual release (which will be the date used whenever referring to a dispatch) will be typed or stamped at the right, in the space provided by the releasing office.

\* 11. Dispatch Symbols and Numbers

a. Dispatches will be numbered with the appropriate Division or Staff symbol (as follows), followed by the last two digits of the current year, and numerical series beginning with 001. On 1 January of each year, the numerical series will revert to 001. Example: ADM 69-001.

<u>COMPONENT</u>	<u>DISPATCH</u>
D/CO	OC
DD/CO	OC
Executive Assistant	OC
Special Assistant for Research and Development	OC
Special Assistant for NCS	OC
Chief of Operations	OCO
Africa Staff	OCO
Americas Staff	OCO
Europe Staff	OCO
Far East Staff	OCO
Middle East Staff	OCO

25X1A

110. DISPATCHES OFFICE OF COMMUNICATIONS ORDERS

110.1 DISPATCH AND POUCH PROCEDURES - con't

<u>*</u>	<u>COMPONENT</u>	<u>DISPATCH</u>
	Administration Staff	ADM
	Career Management and Training Staff	CMS
	Communications Security Staff	CY
	Program Coordination Staff	OC
	Records Management Staff	RMS
	Covert Communications Division	CCD
	Special Programs Division	SPD
	Staff Communications Division	SCD
	[REDACTED]	
	Overseas Support Group	OCO

25X1A

b. The originator of a dispatch will obtain the appropriate number from the respective Division or Staff registry. If, after a number has been obtained, a dispatch should be cancelled, the issuing Division or Staff is to be notified immediately.

c. Should the same number be assigned to two separate dispatches, the issuing Division or Staff will rectify the error as follows:

(1) If the dispatch has not been pouched, a new number will be assigned to the dispatch bearing the latest date.

(2) If the dispatch has been pouched, the dispatch bearing the latest date will be amended by the addition of the letter "A" (e.g., ADM 65-001 becomes ADM 65-001-A). In this case the Division or Staff concerned will be responsible for notifying the field.



OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 DISPATCH AND POUCH PROCEDURES - con't

APPENDIX D. Multiple station dispatch instructions are contained in Section F.

(3) If appropriate that field recipients be aware of Headquarters distribution, the Headquarters Distribution Category Symbol will be used (see APPENDIX D).

c. Headquarters Distribution

The listing of Headquarters offices receiving distribution will be shown at the lower left of the dispatch copies retained at Headquarters.

14. Originator

The originating officer shall sign his true name on the yellow copy of Form 53.

15. Coordination

a. OC Originated Dispatches

(1) The originator of a dispatch shall determine the extent of coordination required, consistent with geographic, operational, and support considerations.

(2) Coordinating officers, within their spheres of responsibility, shall determine whether a dispatch is consistent with approved plans, policies, and procedures. Coordinators will sign the yellow copy of Form 53 in true name.

\* (3) Dispatches shall be coordinated with the appropriate Operations Staff. Dispatches addressed to more than two OC areas need not be coordinated with the OC Operations Staffs.

\* b. Non-OC Originated Dispatches

In instances where coordination is sought on dispatches originated outside OC, the OC contact point will insure that formal coordination is also effected with other OC Divisions and/or Staffs as appropriate.

110. DISPATCHES OFFICE OF COMMUNICATIONS ORDERS

110.1 DISPATCH AND POUCH PROCEDURES - con't

16. Release

25X1A \* a. All dispatches and transmittals will be released by the D/CO, DD/CO, or OC-O. Those which raise a question of policy, initiate or significantly affect activities or projects, deny a request or disapprove an action or are apt to raise a controversy, shall be prepared for the signature of the D/CO and shall normally be released by the D/CO or DD/CO. Chief or Deputy Chief, OC-SPD, will release dispatches addressed to [REDACTED] and Chief or Deputy Chief, [REDACTED] release dispatches addressed to stations under their cognizance. Releasing officers shall determine, and by their signature, certify that the dispatch:

(1) Has been properly classified, sterilized, addressed, and coordinated.

(2) Is applicable, appropriate, and consistent with approved plans, policies, and procedures.

(3) Is consistent with operational and security considerations pertinent to the subject matter and to the addressee.

(4) Is consistent with the limitations regarding material which may be sent by pouch (see Section I).

25X1A

b. The releasing officer shall sign his true name on the yellow copy of Form 53 and his pseudonym initials after [REDACTED], on the "FROM" line; except when the releasing officer is the same as the signing officer, the initials may be omitted.

17. Security Classification and Group Marking

a. The appropriate defense classification will be stamped or typed at the top and bottom

OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 APPENDIX B

PREPARATION OF [REDACTED] CORRESPONDENCE

25X1A

I. PREPARATION OF CORRESPONDENCE

A. Types of Correspondence

Correspondence to [REDACTED] Field Stations consists of the following categories:

25X1A

1. Correspondence addressed exclusively to [REDACTED] Field Stations.

2. Correspondence addressed to [REDACTED] Field Stations and other geographical areas.

25X1A

3. Correspondence to DD/P Chiefs of Stations and Bases within [REDACTED]

25X1A

B. Format

Correspondence should be prepared on Dispatch Form 53 or Transmittal Manifest, Form 1236a, in the established format.

C. Addressee and Originator

1. The addressee will be the officer in charge of the Communications installation, or the Chief of Station or Base, as appropriate.

2. Correspondence prepared at Headquarters, addressed exclusively to [REDACTED] Field Stations, will indicate "FROM: [REDACTED] Washington".

25X1A

25X1A

3. Correspondence prepared at Headquarters to [REDACTED] Field Stations in the name of the Director of Communications will indicate "FROM: [REDACTED]". However, this title will not be used as a general rule; rather, it will be used in those instances wherein the content of the dispatch would require the signature of the Director of Communications as an authorizing official of the Agency.

25X1A

25X1A

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110. DISPATCHES OFFICE OF COMMUNICATIONS ORDERS

110.1 APPENDIX B - con't

D. Dispatch Symbols

- \* 1. Correspondence which is prepared in the name of

[REDACTED]

2. Correspondence which is prepared in the name of the Director of Communications will contain the appropriate dispatch symbol and number of the D/CO.

E. Signature

- \* Chiefs or Deputy Chiefs of Staffs or Divisions may sign correspondence originated in the name of Chief,

[REDACTED]

F. Distribution

The standard procedure established for preparation of dispatches will be followed.

G. Coordination/Release

1. The officer originating a dispatch will determine the extent of coordination required consistent with existing directives and the operational and support requirements involved.

2. [REDACTED] will release correspondence originated in his name. There is no change in correspondence procedures regarding releasing authority for dispatches originated in the name of the Director of Communications.

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OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 APPENDIX A

DISPATCH AND POUCH SECURITY GUIDE

1. In order to provide Office of Communications personnel with guidance for the preparation of communications to be forwarded [REDACTED] pouch channel, excerpts of pertinent Agency regulations are quoted below.

25X1A

2. "Cryptonyms, pseudonyms, or identity designators will be used for:

25X1A

a. [REDACTED] agencies, officials, or installations having sensitive operational relationships with [REDACTED]

25X1A

b. 'Foreign officials or installations having sensitive operational relationships with [REDACTED]

25X1A

c. 'Foreign or domestic associations, business organizations, political organizations, or publications having sensitive operational relationships with [REDACTED]

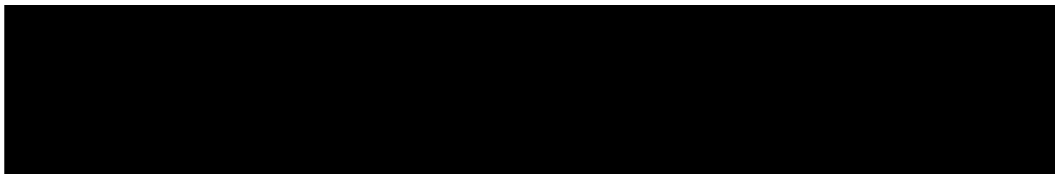
25X1A

d. 'Geographic locations, places, or area when the relationship or activity under discussion is sensitive.

e. 'Special over-all subject matters where required by particular sensitivity.

25X1A

25X1A      \*NOTE: [REDACTED] interprets the above to apply also to sensitive targets and other reports such as descriptions of audio operations, defector operations, PM, and other penetration operations into denied areas, and the like.



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110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

110.1 APPENDIX A - con't

g. 'Agent-type personnel (including staff agents, career agents, contract agents, and field agents) and individuals having sensitive operational relationships wi [REDACTED]

25X1A

h. [REDACTED] components thereof, except those subordinate elements of [REDACTED] for which no cryptonyms are in effect.

25X1A

i. 'Cover [REDACTED] installations where a short title is desirable.

25X1A

j. 'Cover programs, projects, or operations."

3. Biographic Information

\* a. "PHS's, PRQ's, or other questionnaire forms containing biographic data will be transmitted as a separate cover enclosure by true name pouch.

'NOTE: The section of a PHS or of a biographic profile dealing with an employee's Agency training and job history within the Agency may be included in or with the transmittal dispatch, when it can be properly sterilized, or should be sent as another separate cover attachment to the transmittal dispatch; the true name or pseudonym of the individual should not be included in this attachment.

b. 'Biographic information not in questionnaire form will be transmitted as a separate cover enclosure to the dispatch. In the enclosure neither code name or true name will be used to identify the biographic information, but the pseudonym may be used in the dispatch when it contains his Agency history."

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OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

4. Use of Code Designations

25X1A a. "The fact that a code designation for a non- entity is available does not mean that it should be used in every instance. Code designations will be used only when disclosure of the true identity of persons, organizations, or activities would reveal covert or sensitive relationships in connection with or when such disclosure would be harmful or detrimental to the interests of or the persons, organizations, or activities concerned."

25X1A

25X1A

b. "Code designations and the true identities thereof will not be transmitted to and from the field in the same cable, dispatch, or pouch."

c. "Cryptonyms and pseudonyms will not be used in communications when their true meaning is clearly deducible from the content of the message. (In the event that a communications cannot be worded in such a manner to eliminate revealing words or phrases, identity designators will be used in place of cryptonyms and pseudonyms.)"

d. "Aliases will not be used in communications between Headquarters and the field."

'NOTE: Since aliases are used overtly, they should be regarded and treated as true names. Thus, aliases may be sent to and from the field as separate cover attachments so that Headquarters will be aware of their use and be able to card them, but individuals should not be referred to by alias in a dispatch as a means of identifying an individual any more that you would use any other sensitive true name (such as that of an Agency employee or a sensitive target true name)."

5. Enclosures

"All enclosures to a dispatch will be

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110. DISPATCHES                      OFFICE OF COMMUNICATIONS ORDERS

prepared on plain paper without [REDACTED] watermark.

25X1A

'NOTE: This requirement is made to allow:

25X1A

- (1) plausible denial of [REDACTED] interest,  
and (2) passage to personnel unwitting of that  
interest should the occasion arise and the  
contents permit it."

6. True-Name Material

a. "Material which by its very nature must  
contain the true names of [REDACTED] personnel or of  
persons, organizations, places, etc., having  
sensitive operational relationships with [REDACTED]  
will be transmitted to the field (as set forth)  
below.

25X1A

25X1A

25X1A

'NOTE: The [REDACTED] indicator does not  
authorize indiscriminate use of true names in  
correspondence with the field."

b. "True-name material will not be included  
in or attached to a dispatch, but will be sent  
as a separate cover enclosure to a transmittal  
dispatch."

c. "The transmittal dispatch will be signed,  
as in any other case, in pseudonym."

d. "True-name material will always constitute  
a separate pouch; it will not be included in a  
pouch containing sterilized material, nor will it  
be included in the same pouch with its transmittal  
dispatch, or any other dispatch, or any material  
which would identify the pouch as having originated  
in this Agency."

e. "A true-name pouch will not be used for  
the transmission of unsterilized material except  
as outlined above."



OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 APPENDIX D

OFFICE OF COMMUNICATIONS DISTRIBUTION

CATEGORY SYMBOLS

1. Field Distribution

Category Symbols

Distributed to

A

All Major OC Field Activities and Communications Division, OSA

B

Stations which have personnel assigned by OC (Does NOT include Category A)

C

Stations at which Communicators are other than OC personnel (Does NOT include Category A or B stations)

D

Cancelled

25X1A

E

F

Activities

25X1A

Area plus B

An Area Headquarters plus all OC manned stations under its jurisdiction (e.g., plus B)

25X1A

\* 2. Headquarters Distribution

Category Symbols

Distributed to

1

DD/CO, DD/CO, OC-O, OC-EXA, OC-RMS

\* 13 January 1969  
Date: 14 November 1967

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110. DISPATCHES OFFICE OF COMMUNICATIONS ORDERS

110.1 APPENDIX D - con't

2. Headquarters Distribution - con't

<u>Category Symbols</u>	<u>Distributed to</u>
2	Distribution 1 plus Staff [REDACTED] cations Division, OSA.
3	Distribution 2 plus Branch Chiefs
4	Distribution 3 plus Section Chiefs
5	Distribution to all employees at Headquarters
6	Each Career Panel, plus DD/CO and Chairman of the OC panels
7	Special distribution at the request of the originator (i.e., DDP, DDS, DDI, and/ or DDS&T)

25X1A

3. Publication Distribution

Exceptions to standard distribution category symbols occur when distribution of publications are made to an established list of addresses. In these cases the addressee line will read: TO: All (i. [REDACTED] holders). The distribution will then read: (i.e., [REDACTED] lders 1 cy each.

25X1A

OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 DISPATCH AND POUCH PROCEDURES - con't

2. Addressee

a. Usually the addressee will be the officer in charge of the communications installation and shall be indicated as appropriate.

(1) Chief, Area, City (e.g., Chief,

(2) Communications Officer, City  
(e.g., Communications Officer, [REDACTED]

(3) Senior Communications Officer,  
Country or State (where such designations  
are authorized, See APPENDIX F).

b. Exceptions to the above method of addressing dispatches are authorized wherever considered more appropriate to the OC field component. These exceptions will be announced by means of a notice.

c. In cases where it is necessary to address the DDP representative the address is Chief of Station, City; or Chief of Base, City.

3. Information Addressees

When copies are to be sent to installations other than the action addressee, the appropriate designation shall be made in the space marked "INFO".

\* 4. From

Enter the cryptonym [REDACTED] except for Office of Logistics Supply Depots. (Procedures for the preparation of Logistics Supply Depots are in APPENDIX C).

\* 8 September 1969  
Date: 29 November 1965

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110.1 DISPATCH AND POUCH PROCEDURES - con't

5. Subject

Subjects are to be brief yet specifically define the matter discussed. Special indicators may be used and are to be typed in capital letters immediately preceding the subject. Example:  
[REDACTED] Overtime Payment - Joseph A. DOE.

6. Action Required/Reference

a. The indication of "Action Required" is optional. If used, write a brief statement such as "None", "For Information Only", "See para \_\_\_\_ below", etc.

b. References to dispatches shall be by number and date. References to cables shall be by station or Headquarters number and date. They shall be typed in the space immediately below "Action Required". References may be listed one below the other or, to conserve space, arranged across the page.

7. Processing Block

The "Processing Block" is for the Clandestine Service only and is to be ignored.

8. Content

a. Dispatches shall be limited to official business.

b. No more than one specific subject will be covered in a dispatch.

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APPENDIX D. Multiple station dispatch instructions are contained in Section F.

(3) If appropriate that field recipients be aware of Headquarters distribution, the Headquarters Distribution Category Symbol will be used (see APPENDIX D).

c. Headquarters Distribution

The listing of Headquarters offices receiving distribution will be shown at the lower left of the dispatch copies retained at Headquarters.

14. Originator

The originating officer shall sign his true name on the yellow copy of Form 53.

15. Coordination

a. OC Originated Dispatches

(1) The originator of a dispatch shall determine the extent of coordination required, consistent with geographic, operational, and support considerations.

(2) Coordinating officers, within their spheres of responsibility, shall determine whether a dispatch is consistent with approved plans, policies, and procedures. Coordinators will sign the yellow copy of Form 53 in true name.

\* (3) Dispatches shall be coordinated with the appropriate Operations Staff. Dispatches addressed to more than two OC areas need not be coordinated with the OC Operations Staffs.

\* b. Non-OC Originated Dispatches

In instances where coordination is sought on dispatches originated outside OC, the OC contact point will ensure that formal coordination is also effected with other OC Divisions and/or Staffs as appropriate.

\* 17 March 1969  
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16. Release

\* a. All dispatches and transmittals will be released by the D/CO, DD/CO, or OC-O. Those which raise a question of policy, initiate or significantly affect activities or projects, deny a request or disapprove an action or are apt to raise a controversy, shall be prepared for the signature of the D/CO and shall normally be released by the D/CO or DD/CO. [REDACTED] will release dispatches addressed to stations under their cognizance. Releasing officers shall determine, and by their signature, certify that the dispatch:

25X1A

(1) Has been properly classified, sterilized, addressed, and coordinated.

(2) Is applicable, appropriate, and consistent with approved plans, policies, and procedures.

(3) Is consistent with operational and security considerations pertinent to the subject matter and to the addressee.

(4) Is consistent with the limitations regarding material which may be sent by pouch (see Section I).

25X1A

b. The releasing officer shall sign his true name on the yellow copy of Form 53 and his pseudonym initials after [REDACTED], on the "FROM" line; except when the releasing officer is the same as the signing officer, the initials may be omitted.

17. Security Classification and Group Marking

a. The appropriate defense classification will be stamped or typed at the top and bottom

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of each page of all copies of a dispatch and its enclosures. If typed, capital letters separated by hyphens will be used, as S-E-C-R-E-T.

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b. The notation "GROUP 1 - Excluded from Automatic Downgrading and Declassification" shall be stamped, or in the case of reproduction master, typed adjacent to the classification at the bottom of the first page of each copy.

18. Priority and Telepouch Indicators

a. The indicator Priority is to be used only for dispatches considered to be of such an urgent nature as to warrant interruption of routine dispatch processing. The indicator PRIORITY should be typed in capital letters just under the processing block. Form 160 (Priority Tag) should be attached to the covering Routing and Record Sheet.

b. Dispatches prepared for telepouch are considered of such an urgent nature as to warrant transmission by electrical means. The phrase VIA TELEPOUCH should be inserted in the "TO": and/or "INFO:" line immediately following each addressee requiring electrical transmission. Consult OC-RMS for detailed information of preparation of telepouches and stations which have an Office of Communications telepouch channel.

E. SENSITIVE DOCUMENTS

\* 1. RYBAT operational dispatches will be prepared, coordinated, and released as a regular dispatch. The sensitivity indicator will be stamped below the defense classification at the top and bottom of each page.

2. Personnel RYBATS will normally be originated by OC-A and released by the D/CO. The official record copy of personnel RYBATS will be filed in OC-A and a dummy dispatch indicating addressees, subject, and dispatch number will be prepared for OC-RMS files.

\* 17 July 1968  
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3. Sensitive dispatches will be enveloped and delivered to OC-RMS Sensitive Document Unit for processing.

F. MULTIPLE STATION DISPATCHES

1. A dispatch addressed to four (4) or more stations constitutes a multiple station dispatch. These dispatches are to be prepared on Form 53 and 53a in the same format as a regular dispatch (See EXHIBIT C), except the addressee line will be left blank for later insertion of actual addressees. Category symbol (s) for standard field distribution patterns shall be used to inform addressees of other field recipients when applicable.

2. The original and yellow copies of Form 53 and 53a will be sent to PSD with a Printing Services Requisition, Form 70b, attached indicating the number of copies to be reproduced for each copy.

3. The complete list of addressee stations will appear only on/or attached to the official record copy. The originator is responsible for entering the addressees, assuring that proper distribution is indicated, that collation is completed, and that proper number of copies are assembled for forwarding to addressees.

4. Multiple station dispatches are to be released in accordance with the provision of Section D, 16.

G. TRANSMITTAL MANIFEST

\* 1. In order to eliminate unnecessary paper work, the use of Form 1236a, Transmittal Manifest (EXHIBIT D), is encouraged as a substitute for a transmittal dispatch when the material being forwarded requires minimum explanation or directions. The transmittal manifest will show the quantity of each item being transmitted.

2. The transmittal manifest shall be prepared in a sterile form and in the same manner

OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

\*110.1 APPENDIX D

OFFICE OF COMMUNICATIONS DISTRIBUTION

CATEGORY SYMBOLS

1. Field

Category Symbols

Distributed To

A	Office of Communications Field Areas	
A (1)	Office of Communications Field Areas, [REDACTED] Activity, and Communications Division, OSA	25X1A
A (2)	Senior Communications Officers	
B	Stations which have personnel assigned by Office of Communications	
B (1)	Soviet Bloc Denied Area Stations	
B (2)	Stations which have Office of Com- munications personnel receiving limited correspondence	
C	Stations at which Communicators are other than Office of Communications personnel, except for those stations listed under distribution D	
D	Stations at which Communicators are other than Office of Communications personnel receiving limited corres- pondence forwarded to or reviewed by another field station or area headquarters. Generally, these stations are restricted in their operations, and cannot originate or receive traffic or correspondence from any location external to the country in which they operate.	

\* 20 January 1970  
Date: 14 November 1967

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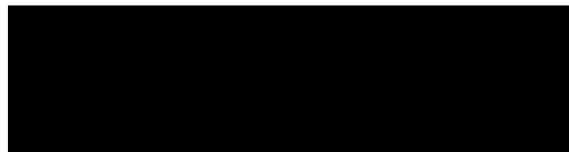
OFFICE OF COMMUNICATIONS ORDERS

\*110.1 APPENDIX D - con't

Category Symbols

Distributed To

E



25X1A

F

G

Field Orders Manual Holders

2. Headquarters


Category Symbols

Distributed To

1

Director of Communications, Deputy  
Director of Communications, Chief of  
Operations, Executive Assistant, OC-P,  
and OC-RMS

2

Distribution 1 plus Staff and Division  
munica-  
tions Division, OSA

25X1A

3

Distribution 2 plus Branch Chiefs

4

Distribution 3 plus Section Chiefs

5

Distribution to all Office of Com-  
munications personnel at Headquarters

6

Special distribution at the request  
of the originator, (i.e., DD/P, DD/I,  
DD/S, and/or DD/S&T, etc.)

7

Office of Communications Orders  
Manual Holders

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\*110.1 APPENDIX D - con't

3. Publication Distribution

Exceptions to standard distribution category symbols occur when distribution of publications are made to an established list of addresses. In these cases the addressee line will read: TO: All (i.e., [REDACTED] holders). The distribution will then read: (i.e., [REDACTED] holders 1 cy each.

25X1A

25X1A

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110.1 APPENDIX D

OFFICE OF COMMUNICATIONS DISPATCH SYMBOLS

OC	D/CO, DD/CO, OC-O, OC-EXO, OC-P
AD	Americas Division
AFD	Africa Division
ASD	Asia Division
ED	Europe Division
MD	Middle East Division
ADM	Administration Staff
*ATS	Applied Technology Staff
*CMS	Career Management and Training Staff
CY	Communications Security Staff
	
ENG	Engineering Staff
OS	Operations Support Staff
RMS	Records Management Staff
SP	Special Programs Staff
T	Telecommunications Staff

\* 6 November 1968  
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OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 APPENDIX D

OFFICE OF COMMUNICATIONS DISPATCH SYMBOLS

OC	D/CO, DD/CO, OC-O, OC-EXO, OC-P
AD	Americas Division
AFD	Africa Division
ASD	Asia Division
ED	Europe Division
MD	Middle East Mediterranean Division
ADM	Administration Staff
* CY	Communications Security Staff
ENG	Engineering Staff
OS	Operations Support Staff
RMS	Records Management Staff
SP	Special Programs Staff
T	Telecommunications Staff

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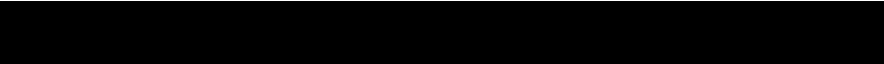
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OFFICE OF COMMUNICATIONS ORDERS

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OFFICE OF COMMUNICATIONS DISPATCH SYMBOLS

OC	D/CO, DD/CO, OC-O, OC-EXO, OC-P
AD	Americas Division
AFD	Africa Division
ASD	Asia Division
ED	Europe Division
MD	Middle East Mediterranean Division
ADM	Administration Staff
CY	Security Staff
ENG	Engineering Staff
OS	Operations Support Staff
RMS	Records Management Staff
	
SP	Special Programs Staff
T	Telecommunications Staff

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OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 DISPATCH AND POUCH PROCEDURES

A. GENERAL

This Order prescribes procedures for the preparation and forwarding of dispatches and other documents to field installations [REDACTED] pouch channel.

25X1A

B. DEFINITIONS

1. Dispatch

A dispatch is an official, written, sterilized communication transmitted by pouch.

2. Pouch

A pouch consists of a series of envelopes or wrappings, enclosing dispatches or other official material appropriately addressed to effect transmission through secure channels between Headquarters and a field installation.

25X1A

\*3. [REDACTED]

[REDACTED] is the special indicator assigned to the Office of Communications pouch channel. The channel is limited to correspondence and other material dealing with: (a) cryptography; and (b) the technical operation and administration of the Agency communications system. The [REDACTED] channel is not cleared for COMINT material.

25X1A

25X1A

4. [REDACTED] CRYPTO

The indicator CRYPTO is used to identify Office of Communications material dealing with sensitive cryptographic topics. Correspondence in this category relates to or contains substantive information on key generation methods for staff cryptosystems; cryptanalytic evaluation of

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110.1 DISPATCH AND POUCH PROCEDURES - con't

staff keying material and cryptosystems; vulnerabilities of cryptographic and related equipment; violations of cryptosecurity which would lead to cryptanalytic exploitation. This applies also to communications security matters relating to other U.S. government agencies and foreign governments.

a. Contents of the [REDACTED] pouch will include:

25X1A

(1) Dispatches on subjects designated CRYPTOGRAPHIC.

(2) Actual keying material (pads, tapes, keylists, etc.) and covering dispatches.

\*(3) Registered cryptographic material, devices and documents (whether or not a cryptographic clearance is required for access thereto), and their cover dispatches.

\*(4) Any "Cryptographic Clearance Required" correspondence material.

b. CRYPTO pouches are prepared by the Office of Communications, Security Staff.

5. Sensitivity Indicators

RYBAT and KAPOK are sensitivity indicators used to ensure special handling, restricted distribution, and maximum security of sensitive operational and administrative dispatches.

a. RYBAT is used when a dispatch contains matter which affects high policy, or concerns administrative, personnel or operational matters of such sensitivity that initial cognizance should be limited to the Office of Communications Area Chief, or a Chief of a DDP Station or Base.

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b. KAPOK is used when a dispatch contains sensitive operational matter which requires limited distribution and restricted handling.

C. SECURITY

1. Dispatches shall be written in such a way as to prevent the disclosure of sensitive information to unauthorized persons. To a certain extent this can be achieved by care in writing the dispatch, omitting unessential information and recasting or paraphrasing that which must be included. Cryptonyms and pseudonyms shall be used as necessary. They shall not be used in conjunction with their true names or with other information which tends to reveal or confirm their true identities. If a cryptonym or pseudonym does not exist, or if the meaning of the cryptonym or pseudonym would be apparent from the context, reference shall be made instead to: "Identity A", "Identity B", etc. In this case, the true name corresponding to the identity reference shall be sent by separate cover enclosure or if necessary by cable. The true name of the Agency or of distinctive components of the Agency shall never be used in a dispatch. Reference shall not be made in true name to the U.S. Government or to elements thereof.

2. True names of Agency employees shall not be used in dispatches.

3. Biographic information which would identify staff or agent personnel, or prospective personnel, shall be transmitted by separate cover enclosure in which the true name, pseudonym, cryptonym, or social security number of the individual shall not appear. In the related dispatch, the individual shall be referred to by pseudonym, cryptonym, or identity designator, as appropriate. If an identity designator is used, the name corresponding to the designator shall be given in a separate cover enclosure.

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4. The provisions in subparagraphs C., 1. through C., 3., above apply also to transmittal manifests (See Section G).

5. A document which must refer to an Agency employee in true name, as a W-2 Form, or an enclosure giving the identity corresponding to an identity designator, shall be forwarded as a separate cover enclosure. True names must be preceded by proper courtesy title - Mr., Mrs., or Miss as opposed to pseudonyms in which the last name will always be typed in capital letters.

6. In addition to the above measures, highly sensitive documents should be separated into odd and even pages or cut vertically into two or more sections, each group of pages or sections to be forwarded separately.

7. Excerpts of pertinent Agency regulations governing the above, and additional dispatch and pouch security considerations are attached as APPENDIX A.

8. Questions concerning dispatch and pouch security shall be referred to the OC-Records Management Staff.

D. PREPARATION OF DISPATCHES

1. Format

Dispatches will be prepared on Form 53 (See EXHIBIT A), except those sent to stations where special considerations are in effect. For second and succeeding pages, Form 53a will be used. Courtesy copies may be prepared on "Letterex" paper. (For multiple station dispatches see paragraph F.)

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b. The notation "GROUP 1 - Excluded from Automatic Downgrading and Declassification" shall be stamped, or in the case of reproduction master, typed adjacent to the classification at the bottom of the first page of each copy.

18. Priority and Telepouch Indicators

a. The indicator PRIORITY is to be used only for dispatches considered to be of such an urgent nature as to warrant interruption of routine dispatch processing. The indicator PRIORITY should be typed in capital letters just under the processing block. Form 160 (Priority Tag) should be attached to the covering Routing and Record Sheet.

b. Dispatches prepared for telepouch are considered of such an urgent nature as to warrant transmission by electrical means. The phrase VIA TELEPOUCH should be inserted in the "TO:" and/or "INFO:" line immediately following each addressee requiring electrical transmission. Consult OC-RMS for detailed information of preparation of telepouches and stations which have an Office of Communications telepouch channel.

E. SENSITIVE DOCUMENTS

1. RYBAT or KAPOK operational dispatches will be prepared, coordinated, and released as a regular dispatch. The appropriate sensitivity indicator will be stamped below the defense classification at the top and bottom of each page.

2. Personnel RYBATS will normally be originated by OC-A and released by the D/CO. The official record copy of personnel RYBATS will be filed in OC-A and a dummy dispatch indicating addressees, subject, and dispatch number will be prepared for OC-RMS files.

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3. Sensitive dispatches will be enveloped and delivered to OC-RMS Sensitive Document Unit for processing.

F. MULTIPLE STATION DISPATCHES

1. A dispatch addressed to four (4) or more stations constitutes a multiple station dispatch. These dispatches are to be prepared on Form 53 and 53a in the same format as a regular dispatch (See EXHIBIT C), except the addressee line will be left blank for later insertion of actual addressees. Category symbol (s) for standard field distribution patterns shall be used to inform addressees of other field recipients when applicable.

2. The original and yellow copies of Form 53 and 53a will be sent to PSD with a Printing Services Requisition, Form 70b, attached indicating the number of copies to be reproduced for each copy.

3. The complete list of addressee stations will appear only on/or attached to the official record copy. The originator is responsible for entering the addressees, assuring that proper distribution is indicated, that collation is completed, and that proper number of copies are assembled for forwarding to addressees.

4. Multiple station dispatches are to be released in accordance with the provision of Section D, 16.

G. TRANSMITTAL MANIFEST

\* 1. In order to eliminate unnecessary paper work, the use of Form 1236a, Transmittal Manifest (EXHIBIT D), is encouraged as a substitute for a transmittal dispatch when the material being forwarded requires minimum explanation or directions. The transmittal manifest will show the quantity of each item being transmitted.

2. The transmittal manifest shall be prepared in a sterile form and in the same manner

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2. Addressee

a. Usually the addressee will be the officer in charge of the communications installation and shall be indicated as appropriate.

(1) Chief, Area, City (e.g.,

[REDACTED]

25X1A

25X1A

(2) Communications Officer, City  
(e.g., Communications Officer,  
[REDACTED]

(3) Senior Communications Officer,  
City (where such designations are  
authorized).

25X1A

[REDACTED]

b. Exceptions to the above method of addressing dispatches are authorized wherever considered more appropriate to the OC field component. These exceptions will be announced by means of a notice.

c. In cases where it is necessary to address the DDP representative the address is Chief of Station, City; or Chief of Base, City.

3. Information Addressees

When copies are to be sent to installations other than the action addressee, the appropriate designation shall be made in the space marked "INFO".

25X1A

4. From

25X1A

25X1A

Enter the cryptonym [REDACTED], except for [REDACTED], and Logistics Supply Depots. (Procedures for the preparation of [REDACTED] correspondence are found

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in APPENDIX B, and  
Logistics Supply Depots in APPENDIX C.)

5. Subject

Subjects are to be brief yet specifically define the matter discussed. Special indicators may be used and are to be typed in capital letters immediately preceding the subject. Example: [REDACTED] Overtime Payment - Joseph A. DOE.

25X1A

6. Action Required/Reference

a. The indication of "Action Required" is optional. If used, write a brief statement such as "None", "For Information Only", "See para \_\_\_\_\_ below", etc.

25X1A

b. References to dispatches shall be by number and date. References to cables shall be by station or Headquarters [REDACTED] number and date. They shall be typed in the space immediately below "Action Required". References may be listed one below the other or, to conserve space, arranged across the page.

7. Processing Block

The "Processing Block" is for the Clandestine Services only and is to be ignored.

8. Content

a. Dispatches shall be limited to official business.

b. No more than one specific subject will be covered in a dispatch.

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b. The notation "GROUP 1 - Excluded from Automatic Downgrading and Declassification" shall be stamped, or in the case of reproduction master, typed adjacent to the classification at the bottom of the first page of each copy.

18. Priority and Telepouch Indicators

a. The indicator PRIORITY is to be used only for dispatches considered to be of such an urgent nature as to warrant interruption of routine dispatch processing. The indicator PRIORITY should be typed in capital letters just under the processing block. Form 160 (Priority Tag) should be attached to the covering Routing and Record Sheet.

b. Dispatches prepared for telepouch are considered of such an urgent nature as to warrant transmission by electrical means. The phrase VIA TELEPOUCH should be inserted in the "TO:" and/or "INFO:" line immediately following each addressee requiring electrical transmission. Consult OC-RMS for detailed information on preparation of telepouches and stations which have an Office of Communications telepouch channel.

E. SENSITIVE DOCUMENTS

1. RYBAT or KAPOK operational dispatches will be prepared, coordinated, and released as a regular dispatch. The appropriate sensitivity indicator will be stamped below the defense classification at the top and bottom of each page.

2. Personnel RYBATS will normally be originated by OC-A and released by the D/CO. The official record copy of personnel RYBATS will be filed in OC-A and a dummy dispatch indicating addressees, subject, and dispatch number will be prepared for OC-RMS files.

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3. Sensitive dispatches will be enveloped and delivered to OC-RMS Sensitive Document Unit for processing.

F. MULTIPLE STATION DISPATCHES

1. A dispatch addressed to four (4) or more stations constitutes a multiple station dispatch. These dispatches are to be prepared on Form 53 and 53a in the same format as a regular dispatch (see EXHIBIT C), except the addressee line will be left blank for later insertion of actual addressees. Category symbol(s) for standard field distribution patterns shall be used to inform addressees of the other field recipients when applicable.

2. The original and yellow copies of Form 53 and 53a will be sent to PSD with a Printing Services Requisition, Form 70b, attached indicating the number of copies to be reproduced for each copy.

3. The complete list of addressee stations will appear only on/or attached to the official record copy. The originator is responsible for entering the addressees, assuring that proper distribution is indicated, that collation is completed, and that proper number of copies are assembled for forwarding to addressees.

4. Multiple station dispatches are to be released in accordance with the provision of Section D, 16.

G. TRANSMITTAL MANIFEST

1. In order to eliminate unnecessary paper work, the use of Form 1236, Transmittal Manifest (EXHIBIT D), is encouraged as a substitute for a transmittal dispatch when the material being forwarded requires minimum explanation or directions. The transmittal manifest will show the quantity of each item being transmitted.

2. The transmittal manifest shall be prepared in a sterile form and in the same manner

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110. DISPATCHES

110.1 APPENDIX A

DISPATCH AND POUCH SECURITY GUIDE

1. In order to provide Office of Communications personnel with guidance for the preparation of communications to be forwarded via the [REDACTED] pouch channel, excerpts of pertinent Agency regulations are quoted below.

25X1A

2. "Cryptonyms, pseudonyms, or identity designators will be used for:

25X1A

25X1A

a. [REDACTED] agencies, officials, or installations having sensitive operational relationships with [REDACTED]

b. 'Foreign officials or installations having sensitive operational relationships with [REDACTED]

25X1A

c. 'Foreign or domestic associations, business organizations, political organizations, or publications having sensitive operational relationships with [REDACTED]

25X1A

d. 'Geographic locations, places, or area when the relationship or activity under discussion is sensitive.

e. 'Special over-all subject matters where required by particular sensitivity.

25X1A

'NOTE: [REDACTED] interprets the above to apply also to sensitive targets and other reports such as descriptions of audio operations, defector operations, PM, and other penetration operations into denied areas, and the like.

25X1A

25X1A

f. [REDACTED] Staff personnel; staff personnel of other [REDACTED] offices assigned to [REDACTED] Field installations on a permanent change of station basis; staff personnel of [REDACTED] administrative offices involved in support of [REDACTED] Field installations.

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110.1 APPENDIX A - con't

25X1A g. 'Agent-type personnel (including staff agents, career agents, contract agents, and Field agents) and individuals having sensitive operational relationships w [REDACTED]

25X1A h. [REDACTED] components thereof, except those subordinate elements of [REDACTED] for which no cryptonyms are in effect.

25X1A i. 'Cover [REDACTED] installations where a short title is desirable.

j. 'Cover programs, projects, or operations."

3. Biographic Information

\*a. "PHS's, FRQ's, or other questionnaire forms containing biographic data will be transmitted as a separate cover enclosure by true name pouch.

'NOTE: The section of a PHS or of a biographic profile dealing with an employee's Agency training and job history within the Agency may be included in or with the transmittal dispatch, when it can be properly sterilized, or should be sent as another separate cover attachment to the transmittal dispatch; the true name or pseudonym of the individual should not be included in this attachment.

b. 'Biographic information not in questionnaire for will be transmitted as a separate cover enclosure to the dispatch. In the enclosure neither code name or true name will be used to identify the biographic information, but the pseudonym may be used in the dispatch when it contains his Agency history."

OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 APPENDIX E

OFFICE OF COMMUNICATIONS DISTRIBUTION

CATEGORY SYMBOLS

1. Field Distribution

<u>Category Symbols</u>	<u>Distributed To</u>	
A	All Major OC Field Activities and Communications Division, OSA	
B	Stations which have personnel assigned by OC and Senior Communications Officer, [REDACTED] (Does NOT include Category A)	25X1A
C	Stations at which Communicators are other than OC personnel (Does NOT include Category A or B Stations)	
D	Cancelled	
E	[REDACTED]	25X1A
F	[REDACTED]	
25X1A Area plus B	An Area Headquarters plus all OC manned stations under its jurisdiction (e.g., [REDACTED] plus B)	

2. Headquarters Distribution

<u>Category Symbols</u>	<u>Distributed To</u>
1	D/CO, DD/CO, OC-O, OC-EXO, OC-RMS

110. DISPATCHES OFFICE OF COMMUNICATIONS ORDERS

110.1 APPENDIX E--con't

2. Headquarters Distribution - con't

<u>Category Symbols</u>	<u>Distributed To</u>
2	Distribution 1 plus Staff and Division Chiefs; [REDACTED] Communications Division, OSA
3	Distribution 2 plus Branch Chiefs
4	Distribution 3 plus Section Chiefs
5	Distribution to all employees at Headquarters
6	Each Career Panel, plus DD/CO and Chairman of the OC panels
7	Special distribution at the request of the originator (i.e., DDP, DDS, DDI, and/or DDS&T)

25X1A

25X1A

3. Publication Distribution

Exceptions to standard distribution category symbols occur when distribution of publications are made to an established list of addresses. In these cases the addressee line will read: TO: All (i.e., [REDACTED]). The distribution will then read: [REDACTED] holders 1 cy each.

25X1A

110.1 EXHIBIT D

FORM 1236 USE PREVIOUS EDITION

WHITE

(13-47)

DATE 27 February 1968

SIGNATURE OF RELEASING OFFICER  
OC-AFD

FORM 1236 USE PREVIOUS EDITION  
2-64

YELLOW

(13-47)

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OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 DISPATCH AND POUCH PROCEDURES

A. GENERAL

This Order prescribes procedures for the preparation and forwarding of dispatches and other documents to field installations through the [REDACTED] pouch channel.

B. DEFINITIONS

1. Dispatch

A dispatch is an official, written, sterilized communication transmitted by pouch.

2. Pouch

A pouch consists of a series of envelopes or wrappings, enclosing dispatches or other official material appropriately addressed to effect transmission through secure channels between Headquarters and a field installation.

3. [REDACTED]

[REDACTED] is the special indicator assigned to the Office of Communications pouch channel. The channel is limited to correspondence and other material dealing with: (a) cryptography; and (b) the technical operation and administration of the Agency communications system.

4. [REDACTED] Crypto

The indicator CRYPTO is used to identify Office of Communications material dealing with sensitive cryptographic topics. Correspondence in this category relates to or contains substantive information on key generation methods for staff crypto-systems; cryptanalytic evaluation of staff

110. DISPATCHES

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keying material and cryptosystems; vulnerabilities of cryptographic and related equipment; violations of cryptosecurity which would lead to cryptanalytic exploitation. This applies also to communications security matters relating to other U.S. government agencies and foreign governments.

a. Contents of the [REDACTED] pouch will include:

25X1A

(1) Dispatches on subjects designated CRYPTOGRAPHIC.

(2) Actual keying material (pads, tapes, keylists, etc.) and covering dispatches.

(3) Registered cryptographic material, devices, and documents (whether or not a cryptoclearance is required for access thereto), and their cover dispatches.

(4) Any "Crypto Clearance Required" correspondence material.

b. CRYPTO pouches are prepared by the Office of Communications, Security Staff.

5. Sensitivity Indicators

RYBAT and KAPOK are sensitivity indicators used to ensure special handling, restricted distribution, and maximum security of sensitive operational and administrative dispatches.

a. RYBAT is used when a dispatch contains matter which affects high policy, or concerns administrative, personnel or operational matters of such sensitivity that initial cognizance should be limited to the Office of Communications Area Chief, or a Chief of a DDP Station or Base.



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110. DISPATCHES

f. Separate Cover True Name Material

In order to eliminate the necessity for the preparation of transmittals for certain types of true-name material normally forwarded to the field as separate cover enclosures, the following procedures are to be followed:

(1) Documents covering actions of a personnel nature such as travel orders, career service actions, biographic sketches, etc., will be listed on a pouch manifest as items under the true name of the individual concerned. If there is an identifying number to the document, this will be shown in the column under "Dispatch Number". Items such as Credit Union Statements, W-2 Forms, etc., will be entered only as items showing the total enclosed.

(2) The pouch manifest will be addressed in the same manner as a dispatch, but it will carry no signature. As the pouch manifest is a three-part set, a copy for the releasing Division, or originator if required, can be provided by adding a sheet of "Letterex" paper at the time of preparation.

(3) The manifest will be released by the appropriate Division on the pink copy.

(4) All copies of the manifest and attachments will be forwarded to OC-RMS which will assign a Headquarters pouch number, enter the date, and distribute the manifest copies.

(5) A sample manifest is attached as EXHIBIT B.

110. DISPATCHES                      OFFICE OF COMMUNICATIONS ORDERS

13. Distribution

a. Number of Copies

Dispatches will be prepared in the number of copies indicated below:

3 copies	All Areas, as well as other addresses as specifically required.
2 copies	Senior Communications Officer, [REDACTED]
1 copy	Communications Officer at all field stations other than above.
Yellow Copy	Official record copy.
Blue Copy	Official chrono copy.
Other copies	Division and other Headquarters distribution as required.

25X1A

b. Field Distribution

(1) A listing of addressee field stations not covered by a category symbol will appear at the lower left of the dispatch below the listing of enclosures. An indication of whether enclosures are included will follow each addressee listed.

(2) Dispatches which fall under the Office of Communications Standard Distribution Categories will use the category symbol listed in

OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

as a dispatch with regard to numbering, addressing, number of copies, dating, originator, and releasing office responsibilities. "Letterex" tissue should be used to produce additional copies as required.

3. Except for material specifically covered by special procedures, the transmittal manifest shall be delivered to OC-RMS with the material which is to be forwarded firmly attached. Any material which is to be forwarded separately shall be so identified and clipped, not stapled, to the transmittal.

H. DISPATCH PROCESSING

1. Releasing Office

a. After a dispatch has been released, dated, and if necessary, reproduced by the appropriate office, it will be assembled and forwarded to OC-RMS as follows under a Routing and Record Sheet, Form 610, upon which should be noted any special pouching instructions for OC-RMS:

(1) Copies for the addressee.

(2) Copies to be sent to information addressees in the field.

(3) Yellow official record copy with background material firmly attached.

(4 ) Headquarters file copies.

b. Enclosures forwarded with the dispatch, either to the action addressee or to information addresses, shall be firmly attached to the appropriate copy of the dispatch.

c. Separate cover enclosures shall be

110. DISPATCHES                      OFFICE OF COMMUNICATIONS ORDERS

so identified and placed below the last copy of the dispatch.

d. Form 26, Control and Cover Sheet for TOP SECRET Documents, is to be used on TOP SECRET dispatches. TOP SECRET dispatches must be hand carried through coordination, release, and delivered to OC-RMS.

2. OC-RMS

OC-RMS is responsible for:

a. Screening outgoing dispatches for discrepancies (i.e., absence of enclosures, lack of appropriate number of copies, etc.) compliance with prescribed format, procedures, sterilization and security regulations, and releasing signature.

b. Preparing and forwarding pouches, via normal or special channels.

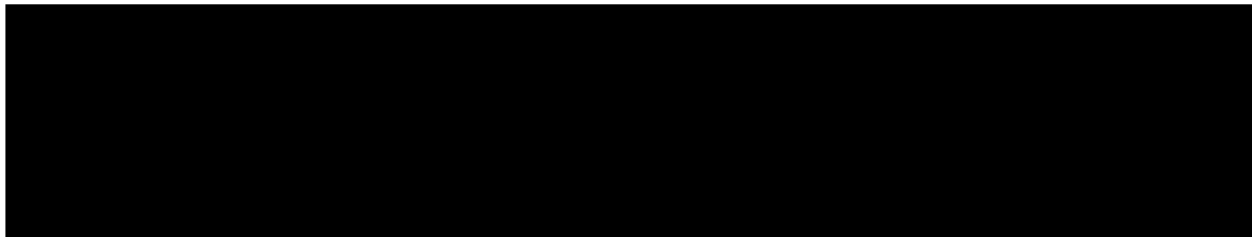
c. Arranging for shipment of over-size equipment and materials via pouch channels.

d. Obtaining clearance and preparing pouches for hand carrying.

e. Securing weight and size waivers as necessary.

f. Returning to the originator material which is improperly prepared.

I. POUCH TRANSMISSION FACILITIES AND LIMITATIONS



25X1C

Approved For Release 2001/09/03 : CIA-RDP79-00657A000300060001-4

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110. DISPATCHES

110.1 DISPATCH AND POUCH PROCEDURES - con't

3. Waivers

a. OC-RMS is to be notified as to size, weight, and content of packages or crates of equipment and other articles exceeding established pouch size and weight limitations in order to make the necessary arrangements for preparation and delivery to the appropriate courier services. OC-RMS should also be informed as to deadline dates by which such materials are due in the addressee station.

b. Restrictions on shipment of contraband material may not be waived.

4. Special Shipments

a. Staffs originating shipments of equipment to be forwarded through classified pouch channels have the responsibility for notifying the Field that such shipments are enroute if such notification is necessary.

b. OC-RMS will establish the pouch channel and proper addresses, obtain dates of the estimated arrival of the equipment in the Field, if available and required; and will provide this information to the Staffs upon request.

J. HAND-CARRIED CLASSIFIED MATERIALS

1. Formal Authorization Mandatory

Under no circumstances shall classified material be hand carried to the Field by persons who do not have proper approval. This includes equipment of a classified nature which ordinarily would be transmitted by pouch. Because of the security hazard, material shall be hand carried only in emergency situations where the necessity for immediate delivery outweighs the possibility of a compromise of security.

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110. DISPATCHES OFFICE OF COMMUNICATIONS ORDERS

110.1 DISPATCH AND POUCH PROCEDURES - con't

2. Request for Approval

If the office head concerned considers it essential that material be hand carried, he shall request approval by forwarding three completed copies of Form 1804, Request for and Appointment of Special Courier, (see EXHIBIT E), to Chief, OC-RMS along with the material to be hand carried at least one full working day in advance of the individual's departure. This will allow sufficient time for preparation of the pouch and approval of the special courier appointment to be granted or denied.

3. Release of Pouch

If approval is granted, OC-RMS shall prepare the pouch and will brief the special courier.

\*4. Pouches Hand Carried from the Field

An employee authorized by a Chief of Station or Base or an OC Area Chief to hand carry material to Headquarters shall deliver it immediately, unopened to the Chief, OC-RMS, for processing in accordance with normal procedure for incoming material. Should he arrive during non-working hours, he shall leave the material with the Headquarters Signal Center Duty Officer for delivery to OC-RMS at the beginning of the next working day.

K. REPOUCHING OF LATERAL POUCHES/DISPATCHES

Lateral dispatches or pouches when received in OC-RMS are repouched to the addressee station unless the station is in a satellite country. In the latter case these are referred to the appropriate Division for action. OC-RMS, however, must be notified of the disposition of the pouch.

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OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 APPENDIX A

DISPATCH AND POUCH SECURITY GUIDE

1. In order to provide Office of Communications personnel with guidance for the preparation of communications to be forwarded via the [REDACTED] pouch channel, excerpts of pertinent Agency regulations are quoted below.

25X1A

2. "Cryptonyms, pseudonyms, or identity designators will be used for:

25X1A

a. [REDACTED] agencies, officials, or installations having sensitive operational relationships with [REDACTED]

25X1A

b. 'Foreign officials or installations having sensitive operational relationships with [REDACTED]

25X1A

c. 'Foreign or domestic associations, business organizations, political organizations, or publications having sensitive operational relationships with [REDACTED]

25X1A

d. 'Geographic locations, places, or area when the relationship or activity under discussion is sensitive.

e. 'Special over-all subject matters where required by particular sensitivity.

25X1A

'NOTE: [REDACTED] interprets the above to apply also to sensitive targets and other reports such as descriptions of audio operations, defector operations, PM, and other penetration operations into denied areas, and the like.

25X1A

f. ' [REDACTED] Staff personnel; staff personnel of other [REDACTED] offices assigned to [REDACTED] field

25X1A

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installations on a permanent change of station basis;  
staff personnel of [REDACTED] administrative offices  
involved in support [REDACTED] field installations.

25X1A

g. 'Agent-type personnel (including staff  
agents, career agents, contract agents, and field  
agents) and individuals having sensitive operational  
relationships with [REDACTED].

25X1A

25X1A

h. [REDACTED] and components thereof, except  
those subordinate elements of [REDACTED] for which no  
cryptonyms are in effect.

25X1A

i. 'Cover [REDACTED] installations where a short  
title is desirable.

25X1A

j. 'Cover programs, projects, or operations."

3. Biographic Information

a. "PHS's, PRQ's, or other questionnaire  
forms containing biographic data will be trans-  
mitted as a separate cover enclosure by true-  
name pouch.

'NOTE: The section of a PHS or of a  
biographic profile dealing with an employee's  
Agency training and job history within the  
Agency may be included in or with the trans-  
mittal dispatch, when it can be properly  
sterilized, or should be sent as another  
separate cover attachment to the transmittal  
dispatch; the true name or pseudonym of the  
individual should not be included in this  
attachment.

b. 'Biographic information not in questionnaire  
form will be transmitted as a separate cover  
enclosure to the dispatch. In the enclosure  
neither code name or true name will be used to  
identify the biographic information, but the  
pseudonym may be used in the dispatch when it  
contains his Agency history."

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110.1 EXHIBIT B

<input type="checkbox"/> CONFIDENTIAL		<input checked="" type="checkbox"/> SECRET	
<b>POUCH MANIFEST</b>			
TO: Communications Officer [REDACTED]		Pouch No. [REDACTED]	
FROM: Headquarters Registry, Washington, D. C.		DATE [REDACTED]	
ITEM	DISPATCH NO.	SUBJECT AND ENCLOSURES	
1.		CAREER SERVICE ACTION - [REDACTED]	
2.		" " " - [REDACTED]	
3.		" " " - [REDACTED]	
4.	931-65	TRAVEL ORDER - [REDACTED]	
5.	517-65	" " - [REDACTED]	
6.		CREDIT UNION STATEMENT - (1)	
7.		PERMIT TO DEPART FROM THE UNITED STATES - [REDACTED]	
PLEASE DATE, AND SIGN AND RETURN THIS COPY TO HEADQUARTERS REGISTRY BY NEXT RETURN POUCH			
DATE [REDACTED]		SIGNATURE (Initials) [REDACTED]	
FORM 255 USE PREVIOUS EDITIONS NPB, 5-65		<input type="checkbox"/> CONFIDENTIAL	WHITE <input checked="" type="checkbox"/> SECRET (24)
STATION COPY			
FORM 255 USE PREVIOUS EDITIONS NPB, 5-65		<input type="checkbox"/> CONFIDENTIAL	YELLOW <input checked="" type="checkbox"/> SECRET (24)
ORIGINATOR:		[REDACTED]	
RELEASING OFFICER:		[REDACTED]	
HEADQUARTERS TICKLER COPY			
FORM 255 USE PREVIOUS EDITIONS NPB, 5-65		<input type="checkbox"/> CONFIDENTIAL	PINK <input checked="" type="checkbox"/> SECRET (24)

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## 110. DISPATCHES

**110.1 EXHIBIT D**

[illegible]

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110. DISPATCHES

2. Addressee

a. Usually the addressee will be the officer in charge of the communications installation and shall be indicated as appropriate.

25X1A.

(1) Chief, Area, City (e.g.,  
[REDACTED]).

25X1A

(2) Communications Officer, City  
(e.g., Communications Officer,  
[REDACTED]).

(3) Senior Communications Officer,  
City (where such designations are  
authorized).

[REDACTED],

25X1A

b. Exceptions to the above method of addressing dispatches are authorized wherever considered more appropriate to the OC field component. These exceptions will be announced by means of a notice.

c. In cases where it is necessary to address the DDP representative the address is Chief of Station, City; or Chief of Base, City.

3. Information Addressees

When copies are to be sent to installations other than the action addressee, the appropriate designation shall be made in the space marked "INFO".

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4. From

25X1A

Enter the cryptonym "Chief, [REDACTED] except for [REDACTED] and Logistics Supply Depots. (Procedures for the preparation of [REDACTED] correspondence are found

25X1A

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in APPENDIX B, and  
Logistics Supply Depots in APPENDIX C.)

5. Subject

Subjects are to be brief yet specifically define the matter discussed. Special indicators may be used and are to be typed in capital letters immediately preceding the subject. Example: [REDACTED] Overtime Payment - Joseph A. DOE.

25X1A

6. Action Required/Reference

a. The indication of "Action Required" is optional. If used, write a brief statement such as "None", "For Information Only", "See para \_\_\_\_\_ below", etc.

b. References to dispatches shall be by number and date. References to cables shall be by station or Headquarters DIR/WASH number and date. They shall be typed in the space immediately below "Action Required". References may be listed one below the other or, to conserve space, arranged across the page.

7. Processing Block

The "Processing Block" is for the Clandestine Services only and is to be ignored.

8. Content

a. Dispatches shall be limited to official business.

b. No more than one specific subject will be covered in a dispatch.

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110. DISPATCHES

9. Signature

Chiefs and Deputy Chiefs of Divisions and Staffs, authorized signing officers, or higher authority may sign dispatches. The pseudonym of the signing officer shall be typed on all copies but his signature need appear only on the original. A signing officer whose pseudonym is not typed on the dispatch shall initial all copies of the dispatch. When the D/CO or DD/CO release a dispatch, their typed pseudonym signature is to be placed on the dispatch and they will also be the signing officer.

10. Date

a. The date the dispatch is prepared will be typed by the originating office at the left below the text on all Headquarters copies.

b. The date of actual release (which will be the date used whenever referring to a dispatch) will be typed or stamped at the right, in the space provided by the releasing office.

11. Dispatch Symbols and Numbers

a. Dispatches will be numbered with the appropriate Division or Staff symbol (See APPENDIX D), followed by the last two digits of the current year, and numerical series beginning with 001. On 1 January of each year, the numerical series will revert to 001. Example: ADM 65-001.

b. The originator of a dispatch will obtain the appropriate number from the respective Division or Staff registry. If, after a number has been obtained, a dispatch should be cancelled, the issuing Division or Staff is to be notified immediately.

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c. Should the same number be assigned to two separate dispatches, the issuing Division or Staff will rectify the error as follows:

(1) If the dispatch has not been pouched, a new number will be assigned to the dispatch bearing the latest date.

(2) If the dispatch has been pouched, the dispatch bearing the latest date will be amended by the addition of the letter "A" (e.g., ADM 65-001 becomes ADM 65-001-A). In this case the Division or Staff concerned will be responsible for notifying the field.

12. Enclosures

a. Preparation

(1) A complete set of enclosures, if available, will accompany each copy of the dispatch sent to the action addressee, and where possible or applicable, with the information copies.

(2) Plain paper without the U.S. Government watermark is to be used for enclosures.

(3) The following notation will be either typed at the top of the enclosure or on a separate sheet of paper and securely fastened to the enclosure:

"Enclosure No. \_\_\_\_\_ to Dispatch  
No. \_\_\_\_\_ for Station \_\_\_\_\_."

or

"Separate Cover Enclosure(s) No. \_\_\_\_\_  
to Dispatch No. \_\_\_\_\_ for Station \_\_\_\_\_."

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APPENDIX E. Multiple station dispatch instructions are contained in Section E.

(3) If appropriate that field recipients be aware of Headquarters distribution, the Headquarters Distribution Category Symbol will be used. (See APPENDIX E).

c. Headquarters Distribution

The listing of Headquarters offices receiving distribution will be shown at the lower left of the dispatch copies retained at Headquarters.

14. Originator

The originating officer shall sign his true name on the yellow copy of Form 53.

15. Coordination

a. The originator of a dispatch shall determine the extent of coordination required, consistent with geographic, operational, and support considerations.

b. Coordinating officers, within their spheres of responsibility, shall determine whether a dispatch is consistent with approved plans, policies, and procedures.. Coordinators will sign the yellow copy of Form 53 in true name.

c. Dispatches which are addressed to stations under the cognizance of more than one Division should be coordinated with each Division.

16. Release

a. Chiefs and Deputy Chiefs of Divisions are authorized to release dispatches

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within their geographical areas of responsibility. Those which transcend the responsibility of more than one Division, raise a question of policy, initiate or significantly affect activities or projects, commit funds, deny a request or disapprove an action or are apt to raise a controversy, shall be released by the D/CO, DD/CO, or Chief, OC-O. Chief or Deputy Chief, OC-SPS will release dispatches addressed to Chief, [REDACTED]. Releasing officers shall determine, and by their signature certify, that the dispatch:

(1) Has been properly classified, sterilized, addressed, and coordinated.

(2) Is applicable, appropriate, and consistent with approved plans, policies, and procedures.

(3) Is consistent with operational and security considerations pertinent to the subject matter and to the addressee,

(4) Is consistent with the limitations regarding material which may be sent by pouch (see Section I).

25X1A

b. The releasing officer shall sign his true name on the yellow copy of Form 53 and his pseudonym initials after Chief, [REDACTED] on the "FROM" line; except when the releasing officer is the same as the signing officer, the initials may be omitted.

17. Security Classification and Group Marking

a. The appropriate defense classification will be stamped or typed at the top and bottom of each page of all copies of a dispatch and its enclosures. If typed, capital letters separated by hyphens will be used, as S-E-C-R-E-T.

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110. DISPATCHES

110.1 APPENDIX A

DISPATCH AND POUCH SECURITY GUIDE

1. In order to provide Office of Communications personnel with guidance for the preparation of communications to be forwarded via the [REDACTED] pouch channel, excerpts of pertinent Agency regulations are quoted below.

25X1A

2. "Cryptonyms, pseudonyms, or identity designators will be used for:

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25X1A

a. '[REDACTED] agencies, officials, or installations having sensitive operational relationships with [REDACTED].

25X1A

b. 'Foreign officials or installations having sensitive operational relationships with [REDACTED].

25X1A

c. 'Foreign or domestic associations, business organizations, political organizations, or publications having sensitive operational relationships with [REDACTED].

d. 'Geographic locations, places, or area when the relationship or activity under discussion is sensitive.

25X1A

e. 'Special over-all subject matters where required by particular sensitivity.

25X1A

"NOTE: [REDACTED] interprets the above to apply also to sensitive targets and other reports such as descriptions of audio operations, defector operations, PM, and other penetration operations into denied areas, and the like.

25X1A

f. [REDACTED] Staff personnel; staff personnel of other [REDACTED] offices assigned to [REDACTED] field

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installations on a permanent change of station basis;  
staff personnel of [REDACTED] administrative offices  
involved in support [REDACTED] field installations.

g. 'Agent-type personnel (including staff agents, career agents, contract agents, and field agents) and individuals having sensitive operational relationships with [REDACTED].

h. '[REDACTED] and components thereof, except those subordinate elements of [REDACTED] for which no cryptonyms are in effect.

i. 'Cover [REDACTED] installations where a short title is desirable.

j. 'Cover programs, projects, or operations."

3. Biographic Information

a. "PHS's, PRQ's, or other questionnaire forms containing biographic data will be transmitted as a separate cover enclosure by true-name pouch.

'NOTE: The section of a PHS or of a biographic profile dealing with an employee's Agency training and job history within the Agency may be included in or with the transmittal dispatch, when it can be properly sterilized, or should be sent as another separate cover attachment to the transmittal dispatch; the true name or pseudonym of the individual should not be included in this attachment.

b. 'Biographic information not in questionnaire form will be transmitted as a separate cover enclosure to the dispatch. In the enclosure neither code name or true name will be used to identify the biographic information, but the pseudonym may be used in the dispatch when it contains his Agency history."

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4. Use of Code Designations

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a. "The fact that a code designation for a non-██████ entity is available does not mean that it should be used in every instance. Code designations will be used only when disclosure of the true identity of persons, organizations, or activities would reveal covert or sensitive relationships in connection with ██████ or when such disclosure would be harmful or detrimental to the interests of ██████ or the persons, organizations, or activities concerned."

25X1A

25X1A

b. "Code designations and the true identities thereof will not be transmitted to and from the field in the same cable, dispatch, or pouch."

c. "Cryptonyms and pseudonyms will not be used in communications when their true meaning is clearly deducible from the content of the message. (In the event that a communications cannot be worded in such a manner to eliminate revealing words or phrases, identity designators will be used in place of cryptonyms and pseudonyms.)"

d. "Aliases will not be used in communications between Headquarters and the field."

'NOTE: Since aliases are used overtly, they should be regarded and treated as true names. Thus, aliases may be sent to and from the field as separate cover attachments so that Headquarters will be aware of their use and be able to card them, but individuals should not be referred to by alias in a dispatch as a means of identifying an individual any more that you would use any other sensitive true name (such as that of an Agency employee or a sensitive target true name)."

5. Enclosures

"All enclosures to a dispatch will be

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'NOTE: This requirement is made to allow:  
(1) plausible denial of [REDACTED] interest,  
and (2) passage to personnel unwitting of that  
interest should the occasion arise and the  
contents permit it."

25X1A

6. True-Name Material

a. "Material which by its very nature must  
contain the true names of [REDACTED] personnel or of  
persons, organizations, places, etc., having  
sensitive operational relationships with [REDACTED]  
will be transmitted to the field (as set forth)  
below.

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25X1A

'NOTE: The [REDACTED] indicator does not  
authorize indiscriminate use of true names in  
correspondence with the field."

25X1A

b. "True-name material will not be included  
in or attached to a dispatch, but will be sent  
as a separate cover enclosure to a transmittal  
dispatch."

c. "The transmittal dispatch will be signed,  
as in any other case, in pseudonym."

d. "True-name material will always constitute  
a separate pouch; it will not be included in a  
pouch containing sterilized material, nor will it  
be included in the same pouch with its transmittal  
dispatch, or any other dispatch, or any material  
which would identify the pouch as having originated  
in this Agency."

e. "A true-name pouch will not be used for  
the transmission of unsterilized material except  
as outlined above."

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110.1 APPENDIX B

25X1A

PREPARATION OF [REDACTED] CORRESPONDENCE

I. PREPARATION OF CORRESPONDENCE

A. Types of Correspondence

Correspondence to [REDACTED] Field Stations consists of the following categories:

25X1A

1. Correspondence addressed exclusively to [REDACTED] Field Stations.

25X1A

25X1A

2. Correspondence addressed to [REDACTED] Field Stations and other geographical areas.

25X1A

3. Correspondence to DD/P Chiefs of Stations and Bases within [REDACTED].

B. Format

Correspondence should be prepared on Dispatch Form 53 or Transmittal Manifest, Form 1236, in the established format.

C. Addressee and Originator

1. The addressee will be the officer in charge of the Communications installation, or the Chief of Station or Base, as appropriate.

25X1A

2. Correspondence prepared at Headquarters, addressed exclusively to [REDACTED] Field Stations, will indicate "FROM: [REDACTED] Washington".

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25X1A

3. Correspondence prepared at Headquarters to [REDACTED] Field Stations in the name of the Director of Communications will indicate "FROM: [REDACTED]". However, this title will not be used as a general rule; rather, it will be used in those instances

25X1A

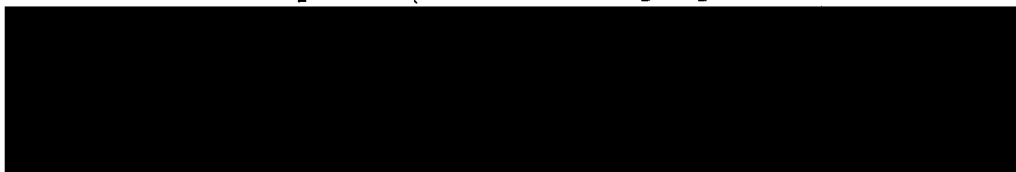
S-E-C-R-E-T

110. DISPATCHES                      OFFICE OF COMMUNICATIONS ORDERS

wherein the content of the dispatch would require the signature of the Director of Communications as an authorizing official of the Agency.

D. Dispatch Symbols

1. Correspondence which is prepared in the



2. Correspondence which is prepared in the name of the Director of Communications will contain the appropriate dispatch symbol and number of the D/CO.

E. Signature

Chiefs or Deputy Chiefs of Staffs may sign correspondence originated in the name of



F. Distribution

The standard procedure established for preparation of dispatches will be followed.

G. Coordination/Release

1. The officer originating a dispatch will determine the extent of coordination required consistent with existing directives and the operational and support requirements involved.

2. [REDACTED] will release correspondence originated in his name. There is no change in correspondence procedures regarding releasing authority for dispatches originated in the name of the Director of Communications.

OFFICE OF COMMUNICATIONS ORDERS 110. DISPATCHES

110.1 APPENDIX C

PREPARATION OF CORRESPONDENCE FOR  
OFFICE OF LOGISTICS SUPPLY DEPOTS

REFERENCE: Office of Logistics Correspondence Procedure (LI 42-100-5)

I. FORMAT

Correspondence is to be prepared on sterile bond paper using the standard memoranda format for CIA correspondence. [REDACTED]

II. ADDRESSEE AND ORIGINATOR

Correspondence is to be addressed to "Communications Officer, \_\_\_\_\_ Depot" from "Director of Communications".

III. CONTENT

The content of the correspondence is to be in true name. No Agency cryptonyms or other intelligence terminology will be used. "Organization" or "Headquarters" will be substituted for the term "CIA" or "Agency".

IV. NUMBERING OF CORRESPONDENCE

The correspondence will be numbered in the originating Division or Staff dispatch symbol and numerical series.

V. DISTRIBUTION

Correspondence is to be prepared in the number of copies as indicated below:

Original and one tissue ) to be forwarded to  
Logistics Supply Depot

Date: 29 Nov 1965

Page: 1



110. DISPATCHES                      OFFICE OF COMMUNICATIONS ORDERS

Tissue, white            )1 each to following:  
                              OC-S/C, chrono, and  
                              other files are required

Tissue, Yellow        )Official Record Copy

VI.      SIGNATURE, COORDINATION, AND RELEASE

A.    Chiefs and Deputy Chiefs of Divisions and Staffs or other authorized signing officers will sign this correspondence, in TRUE NAME. The originator shall determine the extent of coordination required. OC-S/C is responsible for the Logistics Supply Depots and will be the releasing office for Depot correspondence.

B.    Divisions and Staffs may prepare correspondence for the signature (TRUE NAME) and/or release by OC-O, DD/CO, or D/CO.

OFFICE OF COMMUNICATIONS ORDERS                      110. DISPATCHES

110.1 APPENDIX D

OFFICE OF COMMUNICATIONS DISPATCH SYMBOLS

OC	D/CO, DD/CO, OC-O, OC-EXO, OC-P
AD	Americas Division
AFD	Africa Division
ASD	Asia Division
ED	Europe Division
MD	Middle East Mediterranean Division
ADM	Administration Staff
CY	Security Staff
ENG	Engineering Staff
OS	Operations Support Staff
RMS	Records Management Staff
SIG	Signal Centers
SP	Special Programs Staff
T	Telecommunications Staff

OFFICE OF COMMUNICATIONS ORDERS 110. DISPATCHES

110.1 APPENDIX E

OFFICE OF COMMUNICATIONS DISTRIBUTION

CATEGORY SYMBOLS

1. Field Category Symbols

- A. All Major OC Field Activities
- B. Stations which have personnel assigned by OC  
(Does NOT include Category A)
- C. Stations at which Communicators are other than  
OC personnel (Does NOT include Category A or  
B Stations)
- D. Field Stations under Headquarters jurisdiction  
(Exempted Activities)

25X1A



25X1A

Area plus B - An Area Headquarters plus all OC  
manned stations under its juris-  
diction (e.g., [redacted] plus B)

2. Headquarters Category Symbols

25X1A

- 1. D/CO, DD/CO, OC-O, OC-EXO, OC-RMS
- 2. Distribution 1 plus Staff and Division Chiefs;  
[redacted]
- 3. Distribution 2 plus Branch Chiefs
- 4. Distribution 3 plus Section Chiefs
- 5. Distribution to all employees at Headquarters
- 6. Each Career Panel, plus DD/CO and Chairman of  
the OC panels

Date: 29 Nov 1965

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110. DISPATCHES                      OFFICE OF COMMUNICATIONS ORDERS

7. Special distribution at the request of the originator (i.e., DDP, DDS, DDI, and/or DDS&T)

3. Publication Distribution

Exceptions to standard distribution category symbols occur when distribution of publications are made to an established list of addresses. In these cases the addressee line will read; TO: All (i.e., [REDACTED]). The distribution will then read: holders 1 cy each.

25X1A

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## OFFICE OF COMMUNICATIONS ORDERS

## 110. DISPATCHES

110.1 EXHIBIT A

<b>DISPATCH</b>		CLASSIFICATION S-E-C-R-E-T	PROCESSING ACTION
TO [REDACTED]	COMMUNICATIONS OFFICER [REDACTED]		DESIGNED FOR HANDLING
INFO [REDACTED]	(Pseudo Initials of Chief, [REDACTED] Releasing Officer)		NO HANDLING REQUIRED
FROM [REDACTED]	[REDACTED]		ONLY QUALIFIED DESK CAN JUDGE HANDLING
SUBJECT Format for Preparing Dispatches	PRIORITY (If necessary)		DISPATCH
ACTION REQUIRED: REVERSE SIDE			
For Information Only			
a. [REDACTED] 65-123, 1 February 1965 b. DIR 12345, 1 March 1965			
<p>1. This is a sample [REDACTED] dispatch prepared on Form 53, a prepunched, 5-part, carbon-interleaved set. "Letterex" paper may be used for additional copies. Preparation and distribution of copies should be held to the minimum.</p> <p>2. Use single spacing, with a double space between paragraphs and sub-paragraphs. A brief dispatch may be double spaced.</p> <p>3. Paragraphs will be numbered consecutively and will follow the indentation pattern used in this sample. A single paragraph dispatch will not be numbered.</p> <p>4. While an actual dispatch would require copies as described in Section D, paragraph 13, a, this sample dispatch includes only the following representative copies:</p> <p>a. The original of the Official Dispatch form will be sent to the field. Signature is in pseudonym. The carbon copies sent to the field addressees will be like the original.</p> <p>b. The yellow copy of the Dispatch Form is the official record copy. Signatures of the originating, coordinating, and releasing officers will appear below the solid black line in true name. Other Headquarters file copies will be like the Official Record Copy, however, they will not ordinarily carry the handwritten signatures.</p>			
CONTINUED			
GROUP 1 Excluded from automatic downgrading and declassification	DISPATCH SYMBOL AND NUMBER ADM 65-123	DATE Date Released	
WHITE	CLASSIFICATION S-E-C-R-E-T	NO FILE NUMBER	
Date Typed	ORIGINATING		
Distribution: OC-A (Official Record) OC-RMS OC-S OC-MD	OFFICE OC-A	OFFICER True Name Signature	EXT. 6987
VIA TELETYPE (If electrical transmission is necessary)	COORDINATING		
	OFFICE SYMBOL OC-S	DATE	OFFICER'S NAME True Name Signature
	RELEASING		
	OFFICE SYMBOL OC-MD	DATE Date Released	OFFICER'S SIGNATURE True Name Signature
FORM 53 USE PREVIOUS EDITION.	YELLOW	<b>DISPATCH</b>	
FORM 53 USE PREVIOUS EDITION.	BLUE	<b>DISPATCH</b>	

Date: 29 Nov 1965

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S-E-C-R-E-T

110. DISPATCHES      OFFICE OF COMMUNICATIONS ORDERS

<b>CONTINUATION OF DISPATCH</b>	<b>CLASSIFICATION</b> S-E-C-R-E-T	<b>REPORTING NO. FORM</b> ADM 65-123
<p>5. The releasing date of the dispatch is typed or stamped at the lower right of the dispatch. Note that the date of preparation is typed at the lower left, below the text of the message, on all copies remaining at Headquarters.</p> <p>6. If the dispatch requires more than one page, identify the second and succeeding pages by dispatch number as illustrated above. Second and succeeding pages will be prepared on Form 53a, Continuation of Dispatch Form.</p> <p>7. The pseudonym signature of the signing officer of a multi-page dispatch will be on the last page of the original. The true name signatures of the signing, coordinating, and releasing officers will be on the first page of the yellow Official Record Copy.</p> <p style="text-align: center;">(Pseudonym Signature) Typed Pseudonym of the Signing Officer</p> <p><b>Enclosures:</b></p> <ol style="list-style-type: none"> <li>1. (Brief description), (Number of Copies)</li> <li>2. (Brief description), (Number of Copies)</li> </ol> <p><b>Distribution:</b></p> <p>Orig &amp; 2 - Addressee, w/encls. 1 &amp; 2                  1 - Communications Officer, [REDACTED] w/o encls.</p>		
FORM 53a <small>USE PREVIOUS EDITION.</small>	<b>CLASSIFICATION</b> S-E-C-R-E-T	(Check if 3 of 2000 pages) PAGE NO. 2
WHITE		
YELLOW		
BLUE		

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## OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 EXHIBIT C

<b>DISPATCH</b>		CLASSIFICATION S-E-C-R-E-T	PROCESSING ACTION
TO			MARKED FOR INDEXING
INFO.			NO INDEXING REQUIRED
FROM			ONLY QUALIFIED DESK CAN JUDGE INDEXING
SUBJECT	Format for Preparing Multiple Station Dispatches		
ACTION REQUIRED - REFERENCES			
For Information Only			
<p>1. This is a sample of the format used in preparing Multiple Station Dispatches.</p> <p>2. The instructions in EXHIBIT A apply to Multiple Station Dispatches as to spacing, paragraph and page numbering, the dates used, and signatures.</p> <p>3. Four or more addressee stations constitute a Multiple Station Dispatch. When appropriate, standard distribution categories may be used. Category symbols are entered in the external distribution space.</p> <p>4. When a category symbol is used, the complete list of addressee stations will appear on or with the Official Record Copy.</p> <p>5. Multiple Station Dispatches may be released by officers meeting requirements.</p> <p style="text-align: right;">(Pseudonym Signature) Typed Pseudonym of the Signing Officer</p> <p>Enclosures:</p> <p>1. (Brief Description), (Number of Copies) 2. (Brief Description), (Number of Copies)</p> <p>Distribution: A, B, w/encls. 1 &amp; 2</p>			
CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE	
	OC 65-000	Date Released	
	CLASSIFICATION	HQ'S FILE NUMBER	
	S-E-C-R-E-T		

Date: 29 Nov 1965

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## 110. DISPATCHES

110.1 EXHIBIT A

DISPATCH		CLASSIFICATION S-E-C-R-R-T	PROCESSING ACTION																																												
TO	Chief, [REDACTED] (if electrical transmission VIA TELEPOUCH is necessary)		<input type="checkbox"/> MARKED FOR INDEXING <input type="checkbox"/> NO INDEXING REQUIRED <input type="checkbox"/> ONLY QUALIFIED DESK CAN JUDGE INDEXING																																												
INFO:	Communications Officer, [REDACTED]																																														
FROM	Chief, [REDACTED] (Pseudo Initials of Releasing Officer)		MICROFILM																																												
SUBJECT	Format for Preparing Dispatches PRIORITY (If necessary)																																														
ACTION REQUIRED - REFERENCES For Information Only																																															
a. [REDACTED] 65-123, dtd. 1 Feb. 1965 b. DIR 12345, dtd. 1 March 1965																																															
<p>1. This is a sample [REDACTED] dispatch prepared on Form 53, a prepunched, 5-part, carbon-interleaved set. "Letterex" paper may be used for additional copies. Preparation and distribution of copies should be held to the minimum.</p> <p>2. Use single spacing, with a double space between paragraphs and sub-paragraphs. A brief dispatch may be double spaced.</p> <p>3. Paragraphs will be numbered consecutively and will follow the indentation pattern used in this sample. A single paragraph dispatch will not be numbered.</p> <p>4. While an actual dispatch would require copies as described in Section D, paragraph 13, a, this sample dispatch includes only the following representative copies:</p> <p style="margin-left: 20px;">a. The original of the official dispatch form will be sent to the field. Signature is in pseudonym. The carbon copies sent to the field addressees will be like the original.</p> <p style="margin-left: 20px;">b. The yellow copy of the dispatch is the official record copy. Signatures of the originating, coordinating, and releasing officers will appear below the solid black line in true name. Other Headquarters file copies will be like the official record copy, however, they will not ordinarily carry the handwritten signature.</p>																																															
CONTINUED																																															
CROSS REFERENCE TO		DISPATCH SYMBOL AND NUMBER	DATE																																												
		ADM 65-123	Date Released																																												
WHITE		CLASSIFICATION S-E-C-R-R-E-T	COPIES FILE NUMBER [REDACTED]																																												
Date Typed  Distribution: 1 - OC-RMS (Official Record Copy) 1 - OC-A 1 - OC-S 1 - OC-MD		<table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <tr> <th colspan="4" style="text-align: center;">ORIGINATING</th> </tr> <tr> <td style="width: 25%;">OFFICE</td> <td style="width: 25%;">OFFICER</td> <td style="width: 25%;">TYPIST</td> <td style="width: 25%;">EXT.</td> </tr> <tr> <td>OC-A</td> <td>True Name Signature</td> <td>True Initials</td> <td>6887</td> </tr> <tr> <th colspan="4" style="text-align: center;">COORDINATING</th> </tr> <tr> <td>OFFICE SYMBOL</td> <td>DATE</td> <td colspan="2">OFFICER'S NAME</td> </tr> <tr> <td>OC-S</td> <td></td> <td colspan="2">True Name Signature</td> </tr> <tr> <td> </td> <td></td> <td colspan="2"> </td> </tr> <tr> <td> </td> <td></td> <td colspan="2"> </td> </tr> <tr> <th colspan="4" style="text-align: center;">RELEASING</th> </tr> <tr> <td>OFFICE SYMBOL</td> <td>DATE</td> <td colspan="2">OFFICER'S SIGNATURE</td> </tr> <tr> <td>OC-MD</td> <td>Date Released</td> <td colspan="2">True Name Signature</td> </tr> </table>		ORIGINATING				OFFICE	OFFICER	TYPIST	EXT.	OC-A	True Name Signature	True Initials	6887	COORDINATING				OFFICE SYMBOL	DATE	OFFICER'S NAME		OC-S		True Name Signature										RELEASING				OFFICE SYMBOL	DATE	OFFICER'S SIGNATURE		OC-MD	Date Released	True Name Signature	
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OC-A	True Name Signature	True Initials	6887																																												
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OC-S		True Name Signature																																													
RELEASING																																															
OFFICE SYMBOL	DATE	OFFICER'S SIGNATURE																																													
OC-MD	Date Released	True Name Signature																																													
FORM 53 USE PREVIOUS EDITION. MFD, 1-65		YELLOW																																													
DISPATCH																																															
Distribution: 1 - OC-RMS (Official Record Copy) 1 - OC-A 1 - OC-S 1 - OC-MD		<table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <tr> <th colspan="3" style="text-align: center;">COORDINATING</th> </tr> <tr> <td style="width: 25%;">OFFICE SYMBOL</td> <td style="width: 25%;">DATE</td> <td style="width: 50%;">OFFICER'S NAME</td> </tr> <tr> <td>OC-S</td> <td></td> <td>True Name Signature</td> </tr> <tr> <td> </td> <td></td> <td> </td> </tr> <tr> <td> </td> <td></td> <td> </td> </tr> <tr> <th colspan="3" style="text-align: center;">RELEASING</th> </tr> <tr> <td>OFFICE SYMBOL</td> <td>DATE</td> <td>OFFICER'S SIGNATURE</td> </tr> <tr> <td>OC-MD</td> <td>Date Released</td> <td>True Name Signature</td> </tr> </table>		COORDINATING			OFFICE SYMBOL	DATE	OFFICER'S NAME	OC-S		True Name Signature							RELEASING			OFFICE SYMBOL	DATE	OFFICER'S SIGNATURE	OC-MD	Date Released	True Name Signature																				
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FORM 53 USE PREVIOUS EDITION. MFD, 1-65		BLUE																																													
DISPATCH																																															

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110. DISPATCHES

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CONTINUATION OF DISPATCH		CLASSIFICATION S-E-C-R-E-T	DISPATCH SYMBOL AND NUMBER ADM 65-123
<p>5. The releasing date of the dispatch is typed or stamped at the lower right of the dispatch. Note that the date of preparation is typed at the lower left, below the text of the message, on all copies remaining at Headquarters.</p> <p>6. If the dispatch requires more than one page, identify the second and succeeding pages by dispatch number as illustrated above. Second and succeeding pages will be prepared on Form 53a, Continuation of Dispatch.</p> <p>7. The pseudonym signature of the signing officer of a multi-page dispatch will be on the last page of the original. The true name signatures of the signing, coordinating, and releasing officers will be on the first page of the yellow official record copy.</p> <p style="text-align: center;">(Pseudonym Signature) Typed Pseudonym of the Signing Officer</p> <p>*Enclosures: A. (Brief description), (Number of Copies) B. (Brief description), (Number of Copies)</p> <p>Distribution: Orig &amp; 2 - Addressee, w/encls. A &amp; B 1 - Communications Officer [REDACTED] w/o encls.</p> <p>* Dispatches for transmission VIA TELEPOUCH cannot have enclosures or attachments.</p>			
FORM 53a 1-64 1-64	USE PREVIOUS EDITION.	CLASSIFICATION S-E-C-R-E-T	(Check if 3 or more pages) PAGE NO. 2
WHITE			
FORM 53a 1-64 1-64	USE PREVIOUS EDITION.	CLASSIFICATION S-E-C-R-E-T	(Check if 3 or more pages) PAGE NO. 2
YELLOW			
FORM 53a 1-64 1-64	USE PREVIOUS EDITION.	CLASSIFICATION S-E-C-R-E-T	(Check if 3 or more pages) PAGE NO. 2
BLUE			

25X1A

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S-E-C-R-E-T

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110. DISPATCHES

b. KAPOK is used when a dispatch contains sensitive operational matter which requires limited distribution and restricted handling.

C. SECURITY

1. Dispatches shall be written in such a way as to prevent the disclosure of sensitive information to unauthorized persons. To a certain extent this can be achieved by care in writing the dispatch, omitting unessential information and recasting or paraphrasing that which must be included. Cryptonyms and pseudonyms shall be used as necessary. They shall not be used in conjunction with their true names or with other information which tends to reveal or confirm their true identities. If a cryptonym or pseudonym does not exist, or if the meaning of the cryptonym or pseudonym would be apparent from the context, reference shall be made instead to: "Identity A", "Identity B", etc. In this case, the true name corresponding to the identity reference shall be sent by separate cover enclosure or if necessary by cable. The true name of the Agency or of distinctive components of the Agency shall never be used in a dispatch. Reference shall not be made in true name to the U.S. Government or to elements thereof.

2. True names of Agency employees shall not be used in dispatches.

3. Biographic information which would identify staff or agent personnel, or prospective personnel, shall be transmitted by separate cover enclosure in which the true name, pseudonym, cryptonym, or social security number of the individual shall not appear. In the related dispatch, the individual shall be referred to by pseudonym, cryptonym, or identity designator, as appropriate. If an identity designator is used, the name corresponding to the designator shall be given in a separate cover enclosure.

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4. The provisions in subparagraphs C., 1. through C., 3., above apply also to transmittal manifests (See Section G).

5. A document which must refer to an Agency employee in true name, as a W-2 Form, or an enclosure giving the identity corresponding to an identity designator, shall be forwarded as a separate cover enclosure. True names must be preceded by proper courtesy title - Mr., Mrs., or Miss as opposed to pseudonyms in which the last name will always be typed in capital letters.

6. In addition to the above measures, highly sensitive documents should be separated into odd and even pages or cut vertically into two or more sections, each group of pages or sections to be forwarded separately.

7. Excerpts of pertinent Agency regulations governing the above, and additional dispatch and pouch security considerations are attached as APPENDIX A.

8. Questions concerning dispatch and pouch security shall be referred to the OC-Records Management Staff.

D. PREPARATION OF DISPATCHES

1. Format

Dispatches will be prepared on Form 53 (See EXHIBIT A), except those sent to stations where special considerations are in effect. For second and succeeding pages, Form 53a will be used. Courtesy copies may be prepared on "Letterex" paper. (For multiple station dispatches see paragraph F.)

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OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

b. The notation "GROUP 1 - Excluded from Automatic Downgrading and Declassification" shall be stamped, or in the case of reproduction master, typed adjacent to the classification at the bottom of the first page of each copy.

18. Priority and Telepouch Indicators

a. The indicator PRIORITY is to be used only for dispatches considered to be of such an urgent nature as to warrant interruption of routine dispatch processing. The indicator PRIORITY should be typed in capital letters just under the processing block. Form 160 (Priority Tag) should be attached to the covering Routing and Record Sheet.

b. Dispatches prepared for telepouch are considered of such an urgent nature as to warrant transmission by electrical means. The phrase VIA TELEPOUCH should be inserted in the "TO:" and/or "INFO:" line immediately following each addressee requiring electrical transmission. Consult OC-RMS for detailed information on preparation of telepouches and stations which have an Office of Communications telepouch channel.

E. SENSITIVE DOCUMENTS

1. RYBAT or KAPOK operational dispatches will be prepared, coordinated, and released as a regular dispatch. The appropriate sensitivity indicator will be stamped below the defense classification at the top and bottom of each page.

2. Personnel RYBATS will normally be originated by OC-A and released by the D/CO. The official record copy of personnel RYBATS will be filed in OC-A and a dummy dispatch indicating addressees, subject, and dispatch number will be prepared for OC-RMS files.

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3. Sensitive dispatches will be enveloped and delivered to OC-RMS Sensitive Document Unit for processing.

F. MULTIPLE STATION DISPATCHES

1. A dispatch addressed to four (4) or more stations constitutes a multiple station dispatch. These dispatches are to be prepared on Form 53 and 53a in the same format as a regular dispatch (see EXHIBIT C), except the addressee line will be left blank for later insertion of actual addressees. Category symbol(s) for standard field distribution patterns shall be used to inform addressees of the other field recipients when applicable.

2. The original and yellow copies of Form 53 and 53a will be sent to PSD with a Printing Services Requisition, Form 70b, attached indicating the number of copies to be reproduced for each copy.

3. The complete list of addressee stations will appear only on/or attached to the official record copy. The originator is responsible for entering the addressees, assuring that proper distribution is indicated, that collation is completed, and that proper number of copies are assembled for forwarding to addressees.

4. Multiple station dispatches are to be released in accordance with the provision of Section D, 16.

G. TRANSMITTAL MANIFEST

1. In order to eliminate unnecessary paper work, the use of Form 1236, Transmittal Manifest (EXHIBIT D), is encouraged as a substitute for a transmittal dispatch when the material being forwarded requires minimum explanation or directions. The transmittal manifest will show the quantity of each item being transmitted.

2. The transmittal manifest shall be prepared in a sterile form and in the same manner

OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

2. Addressee

a. Usually the addressee will be the officer in charge of the communications installation and shall be indicated as appropriate.

(1) Chief, Area, City (e.g.,  
[REDACTED])

25X1A

25X1A

(2) Communications Officer, City  
(e.g., Communications Officer,  
[REDACTED])

25X1A

(3) Senior Communications Officer,  
City (where such designations are  
authorized).  
[REDACTED]

b. Exceptions to the above method of addressing dispatches are authorized wherever considered more appropriate to the OC field component. These exceptions will be announced by means of a notice.

c. In cases where it is necessary to address the DDP representative the address is Chief of Station, City; or Chief of Base, City.

3. Information Addressees

When copies are to be sent to installations other than the action addressee, the appropriate designation shall be made in the space marked "INFO".

25X1A

4. From

25X1A

Enter the cryptonym "Chief, [REDACTED]  
except for [REDACTED] and Logistics  
Supply Depo [REDACTED] (Procedures for the pre-  
paration of [REDACTED] correspondence are found

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in APPENDIX B, and  
Logistics Supply Depots in APPENDIX C.)

5. Subject

Subjects are to be brief yet specifically define the matter discussed. Special indicators may be used and are to be typed in capital letters immediately preceding the subject. Example: [REDACTED] Overtime Payment - Joseph A. DOE.

25X1A

6. Action Required/Reference

a. The indication of "Action Required" is optional. If used, write a brief statement such as "None", "For Information Only", "See para \_\_\_\_\_ below", etc.

b. References to dispatches shall be by number and date. References to cables shall be by station or Headquarters DIR/WASH number and date. They shall be typed in the space immediately below "Action Required". References may be listed one below the other or, to conserve space, arranged across the page.

7. Processing Block

The "Processing Block" is for the Clandestine Services only and is to be ignored.

8. Content

a. Dispatches shall be limited to official business.

b. No more than one specific subject will be covered in a dispatch.



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APPENDIX E. Multiple station dispatch instructions are contained in Section

E. 3

(3) If appropriate that field recipients be aware of Headquarters distribution, the Headquarters Distribution Category Symbol will be used. (See APPENDIX E).

c. Headquarters Distribution

The listing of Headquarters offices receiving distribution will be shown at the lower left of the dispatch copies retained at Headquarters.

14. Originator

The originating officer shall sign his true name on the yellow copy of Form 53.

15. Coordination

a. The originator of a dispatch shall determine the extent of coordination required, consistent with geographic, operational, and support considerations.

b. Coordinating officers, within their spheres of responsibility, shall determine whether a dispatch is consistent with approved plans, policies, and procedures.. Coordinators will sign the yellow copy of Form 53 in true name.

c. Dispatches which are addressed to stations under the cognizance of more than one Division should be coordinated with each Division.

16. Release

a. Chiefs and Deputy Chiefs of Divisions are authorized to release dispatches

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within their geographical areas of responsibility. Those which transcend the responsibility of more than one Division, raise a question of policy, initiate or significantly affect activities or projects, commit funds, deny a request or disapprove an action or are apt to raise a controversy, shall be released by the D/CO, DD/CO, or Chief, OC-O. Chief or Deputy Chief, OC-SPS will release dispatches addressed to Chief, [REDACTED]. Releasing officers shall determine, and by their signature certify, that the dispatch:

(1) Has been properly classified, sterilized, addressed, and coordinated.

(2) Is applicable, appropriate, and consistent with approved plans, policies, and procedures.

(3) Is consistent with operational and security considerations pertinent to the subject matter and to the addressee,

(4) Is consistent with the limitations regarding material which may be sent by pouch (see Section I).

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b. The releasing officer shall sign his true name on the yellow copy of Form 53 and his pseudonym initials after Chief, [REDACTED] on the "FROM" line; except when the releasing officer is the same as the signing officer, the initials may be omitted.

17. Security Classification and Group Marking

a. The appropriate defense classification will be stamped or typed at the top and bottom of each page of all copies of a dispatch and its enclosures. If typed, capital letters separated by hyphens will be used, as S-E-C-R-E-T.

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110.1 APPENDIX A

DISPATCH AND POUCH SECURITY GUIDE

1. In order to provide Office of Communications personnel with guidance for the preparation of communications to be forwarded via the [REDACTED] pouch channel, excerpts of pertinent Agency regulations are quoted below.

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2. "Cryptonyms, pseudonyms, or identity designators will be used for:

25X1A

a. [REDACTED] agencies, officials, or installations having sensitive operational relationships with [REDACTED]

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b. 'Foreign officials or installations having sensitive operational relationships with [REDACTED]

25X1A

c. 'Foreign or domestic associations, business organizations, political organizations, or publications having sensitive operational relationships with [REDACTED]

d. 'Geographic locations, places, or area when the relationship or activity under discussion is sensitive.

25X1A

e. 'Special over-all subject matters where required by particular sensitivity.

25X1A

'NOTE: [REDACTED] interprets the above to apply also to sensitive targets and other reports such as descriptions of audio operations, defector operations, PM, and other penetration operations into denied areas, and the like.

f. ' [REDACTED] Staff personnel; staff personnel of other [REDACTED] offices assigned to [REDACTED] field

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25X1A                      installations on a permanent change of station basis; staff personnel of [REDACTED] administrative offices involved in support [REDACTED] field installations.

25X1A                      g. 'Agent-type personnel (including staff agents, career agents, contract agents, and field agents) and individuals having sensitive operational relationships with [REDACTED].

25X1A                      h. [REDACTED] and components thereof, except those subordinate elements of [REDACTED] for which no cryptonyms are in effect.

25X1A                      i. 'Cover [REDACTED] installations where a short title is desirable.

j. 'Cover programs, projects, or operations."

3. Biographic Information

a. 'PHS's, PRQ's, or other questionnaire forms containing biographic data will be transmitted as a separate cover enclosure by true-name pouch.

'NOTE: The section of a PHS or of a biographic profile dealing with an employee's Agency training and job history within the Agency may be included in or with the transmittal dispatch, when it can be properly sterilized, or should be sent as another separate cover attachment to the transmittal dispatch; the true name or pseudonym of the individual should not be included in this attachment.

b. 'Biographic information not in questionnaire form will be transmitted as a separate cover enclosure to the dispatch. In the enclosure neither code name or true name will be used to identify the biographic information, but the pseudonym may be used in the dispatch when it contains his Agency history."

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4. Use of Code Designations

a. "The fact that a code designation for a non [REDACTED] entity is available does not mean that it should be used in every instance. Code designations will be used only when disclosure of the true identity of persons, organizations, or activities would reveal covert or sensitive relationships in connection with [REDACTED] or when such disclosure would be harmful or detrimental to the interests of [REDACTED] or the persons, organizations, or activities concerned."

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25X1A

b. "Code designations and the true identities thereof will not be transmitted to and from the field in the same cable, dispatch, or pouch."

c. "Cryptonyms and pseudonyms will not be used in communications when their true meaning is clearly deducible from the content of the message. (In the event that a communications cannot be worded in such a manner to eliminate revealing words or phrases, identity designators will be used in place of cryptonyms and pseudonyms.)"

d. "Aliases will not be used in communications between Headquarters and the field."

'NOTE: Since aliases are used overtly, they should be regarded and treated as true names. Thus, aliases may be sent to and from the field as separate cover attachments so that Headquarters will be aware of their use and be able to card them, but individuals should not be referred to by alias in a dispatch as a means of identifying an individual any more that you would use any other sensitive true name (such as that of an Agency employee or a sensitive target true name)."

5. Enclosures

"All enclosures to a dispatch will be

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prepared on plain paper without [REDACTED] watermark.

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'NOTE: This requirement is made to allow:  
(1) plausible denial of [REDACTED] interest,  
and (2) passage to personnel unwitting of that  
interest should the occasion arise and the  
contents permit it."

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6. True-Name Material

a. "Material which by its very nature must  
contain the true names of [REDACTED] personnel or of  
persons, organizations, places, etc., having  
sensitive operational relationships with [REDACTED]  
will be transmitted to the field (as set forth)  
below.

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'NOTE: The [REDACTED] indicator does not  
authorize indiscriminate use of true names in  
correspondence with the field."

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b. "True-name material will not be included  
in or attached to a dispatch, but will be sent  
as a separate cover enclosure to a transmittal  
dispatch."

c. "The transmittal dispatch will be signed,  
as in any other case, in pseudonym."

d. "True-name material will always constitute  
a separate pouch; it will not be included in a  
pouch containing sterilized material, nor will it  
be included in the same pouch with its transmittal  
dispatch, or any other dispatch, or any material  
which would identify the pouch as having originated  
in this Agency."

e. "A true-name pouch will not be used for  
the transmission of unsterilized material except  
as outlined above."

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3. Waivers

a. OC-RMS is to be notified as to size, weight, and content of packages or crates of equipment and other articles exceeding established pouch size and weight limitations in order to make the necessary arrangements for preparation and delivery to the appropriate courier services. OC-RMS should also be informed as to deadline dates by which such materials are due in the addressee station.

b. Restrictions on shipment of contra-band material may not be waived.

4. Special Shipments

a. Staffs originating shipments of equipment to be forwarded through classified pouch channels have the responsibility for notifying the field that such shipments are enroute if such notification is necessary.

b. OC-RMS will establish the pouch channel and proper addresses, obtain dates of the estimated arrival of the equipment in the field, if available and required; and will provide this information to the Staffs upon request.

J. HAND-CARRIED CLASSIFIED MATERIALS

1. Formal Authorization Mandatory

Under no circumstances shall classified material be hand carried to the field by persons who do not have proper approval. This includes equipment of a classified nature which ordinarily would be transmitted by pouch. Because of the security hazard, material shall be hand carried only in emergency situations where the necessity for immediate delivery outweighs

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the possibility of a compromise of security.

2. Request for Approval

If the office head concerned considers it essential that material be hand carried, he shall request approval by forwarding three completed copies of Form 1804, Request for and Appointment of Special Courier, (see EXHIBIT E), to Chief, OC-RMS along with the material to be hand carried at least one full working day in advance of the individual's departure. This will allow sufficient time for preparation of the pouch and approval of the special courier appointment to be granted or denied.

3. Release of Pouch

If approval is granted, OC-RMS shall prepare the pouch and will brief the special courier.

4. Pouches Hand Carried from the Field

An employee authorized by a Chief of Station or Base or an OC Area Chief to hand carry material to Headquarters shall deliver it immediately, unopened to the Chief, OC-RMS, for processing in accordance with normal procedure for incoming material. Should he arrive during non-working hours he shall leave the material with the OC-Signal Center Duty Officer for delivery to OC-RMS at the beginning of the next working day.

K. REPOUCHING OF LATERAL POUCHES/DISPATCHES

Lateral dispatches or pouches when received in OC-RMS are repouched to the addressee station unless the station is in a satellite country. In the latter case these are referred to the appropriate Division for action. OC-RMS, however, must be notified of the disposition of the pouch.



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110.1 APPENDIX C

PREPARATION OF CORRESPONDENCE FOR

OFFICE OF LOGISTICS SUPPLY DEPOTS

REFERENCE: Office of Logistics Correspondence Procedure (LI 42-100-5)

I. FORMAT

Correspondence is to be prepared on sterile bond paper using the standard memoranda format for CIA correspondence. [REDACTED]

II. ADDRESSEE AND ORIGINATOR

Correspondence is to be addressed to "Communications Officer, \_\_\_\_\_ Depot" from "Director of Communications".

III. CONTENT

The content of the correspondence is to be in true name. No Agency cryptonyms or other intelligence terminology will be used. "Organization" or "Headquarters" will be substituted for the term "CIA" or "Agency".

IV. NUMBERING OF CORRESPONDENCE

The correspondence will be numbered in the originating Division or Staff dispatch symbol and numerical series.

V. DISTRIBUTION

Correspondence is to be prepared in the number of copies as indicated below:

Original and one tissue ) to be forwarded to  
Logistics Supply Depot

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Tissue, white            )1 each to following:  
                              OC-S/C, chrono, and  
                              other files are required

Tissue, Yellow        )Official Record Copy

VI. SIGNATURE, COORDINATION, AND RELEASE

A. Chiefs and Deputy Chiefs of Divisions and Staffs or other authorized signing officers will sign this correspondence, in TRUE NAME. The originator shall determine the extent of coordination required. OC-S/C is responsible for the Logistics Supply Depots and will be the releasing office for Depot correspondence.

B. Divisions and Staffs may prepare correspondence for the signature (TRUE NAME) and/or release by OC-O, DD/CO, or D/CO.

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110.1 APPENDIX D

OFFICE OF COMMUNICATIONS DISPATCH SYMBOLS

OC	D/CO, DD/CO, OC-O, OC-EXO, OC-P
AD	Americas Division
AFD	Africa Division
ASD	Asia Division
ED	Europe Division
MD	Middle East Mediterranean Division
ADM	Administration Staff
CY	Security Staff
ENG	Engineering Staff
OS	Operations Support Staff
RMS	Records Management Staff
SIG	Signal Centers
SP	Special Programs Staff
T	Telecommunications Staff

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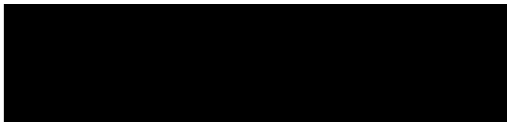
110.1 APPENDIX E

OFFICE OF COMMUNICATIONS DISTRIBUTION

CATEGORY SYMBOLS

1. Field Category Symbols

- A. All Major OC Field Activities
- B. Stations which have personnel assigned by OC  
(Does NOT include Category A)
- C. Stations at which Communicators are other than  
OC personnel (Does NOT include Category A or  
B Stations)
- D. Field Stations under Headquarters jurisdiction  
(Exempted Activities)



Area plus B - An Area Headquarters plus all OC  
manned stations under its juris-  
diction (e.g., [redacted] plus B)

2. Headquarters Category Symbols

- 1. D/CO, DD/CO, OC-O, OC-EXO, OC-RMS
- 2. Distribution 1 plus Staff and Division Chiefs;  
[redacted]
- 3. Distribution 2 plus Branch Chiefs
- 4. Distribution 3 plus Section Chiefs
- 5. Distribution to all employees at Headquarters
- 6. Each Career Panel, plus DD/CO and Chairman of  
the OC panels

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7. Special distribution at the request of the originator (i.e., DDP, DDS, DDI, and/or DDS&T)

3. Publication Distribution

Exceptions to standard distribution category symbols occur when distribution of publications are made to an established list of addresses. In these cases the addressee line will read; TO: All (i.e., [REDACTED]). The distribution will then read: [REDACTED] holders 1 cy each.

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110.2 *Telepouch System*

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OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 DISPATCH AND POUCH PROCEDURES

A. GENERAL

This Order prescribes procedures for the preparation and forwarding of dispatches and other documents to field installations through the [REDACTED] pouch channel.

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B. DEFINITIONS

1. Dispatch

A dispatch is an official, written, sterilized communication transmitted by pouch.

2. Pouch

A pouch consists of a series of envelopes or wrappings, enclosing dispatches or other official material appropriately addressed to effect transmission through secure channels between Headquarters and a field installation.

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\* 3. [REDACTED]

[REDACTED] is the special indicator assigned to the Office of Communications pouch channel. The channel is limited to correspondence and other material dealing with: (a) cryptography; and (b) the technical operation and administration of the Agency communications system. The [REDACTED] channel is not cleared for COMINT material.

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4. [REDACTED] CRYPTO

The indicator CRYPTO is used to identify Office of Communications material dealing with sensitive cryptographic topics. Correspondence in this category relates to or contains substantive information on key generation methods for staff cryptosystems; cryptanalytic evaluation of

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staff keying material and cryptosystems; vulnerabilities of cryptographic and related equipment; violations of cryptosecurity which would lead to cryptanalytic exploitation. This applies also to communications security matters relating to other U.S. government agencies and foreign governments.

a. Contents of the [REDACTED] pouch will include:

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(1) Dispatches on subjects designated CRYPTOGRAPHIC.

(2) Actual keying material (pads, tapes, keylists, etc.) and covering dispatches.

(3) Registered cryptographic material, devices and documents (whether or not a cryptographic clearance is required for access thereto), and their cover dispatches.

(4) Any "Cryptographic Clearance Required" correspondence material.

b. CRYPTO pouches are prepared by the Office of Communications, Security Staff.

\* 5. Sensitivity Indicator

a. RYBAT is a sensitivity indicator used to insure special handling, restricted distribution, and maximum security of sensitive operational and administrative dispatches.

b. RYBAT is used when a dispatch contains matter which affects high policy, or concerns administrative, personnel or operational matters of such sensitivity that initial cognizance should be limited to the Office of Communications Area Chief, or a Chief of a DDP Station or Base.

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\*

C. SECURITY

1. Dispatches shall be written in such a way as to prevent the disclosure of sensitive information to unauthorized persons. To a certain extent this can be achieved by care in writing the dispatch, omitting unessential information and recasting or paraphrasing that which must be included, Cryptonyms and pseudonyms shall be used as necessary. They shall not be used in conjunction with their true names or with other information which tends to reveal or confirm their true identities. If a cryptonym or pseudonym does not exist, or if the meaning of the cryptonym or pseudonym would be apparent from the context, reference shall be made instead to: "Identity A", "Identity B", etc. In this case, the true name corresponding to the identity reference shall be sent by separate cover enclosure or if necessary by cable. The true name of the Agency or of distinctive components of the Agency shall never be used in a dispatch. Reference shall not be made in true name to the U.S. Government or to elements thereof.

2. True names of Agency employees shall not be used in dispatches.

3. Biographic information which would identify staff or agent personnel, or prospective personnel, shall be transmitted by separate cover enclosure in which the true name, pseudonym, cryptonym, or social security number of the individual shall not appear. In the related dispatch, the individual shall be referred to by pseudonym, cryptonym, or identity designator, as appropriate. If an identity designator is used, the name corresponding to the designator shall be given in a separate cover enclosure.

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4. The provisions in subparagraphs C., 1. through C., 3., above apply also to transmittal manifests (See Section G).

5. A document which must refer to an Agency employee in true name, as a W-2 Form, or an enclosure giving the identity corresponding to an identity designator, shall be forwarded as a separate cover enclosure. True names must be preceded by proper courtesy title - Mr., Mrs., or Miss as opposed to pseudonyms in which the last name will always be typed in capital letters.

6. In addition to the above measures, highly sensitive documents should be separated into odd and even pages or cut vertically into two or more sections, each group of pages or sections to be forwarded separately.

7. Excerpts of pertinent Agency regulations governing the above, and additional dispatch and pouch security considerations are attached as APPENDIX A.

8. Questions concerning dispatch and pouch security shall be referred to the OC-Records Management Staff.

D. PREPARATION OF DISPATCHES

1. Format

Dispatches will be prepared on Form 53 (See EXHIBIT A), except those sent to stations where special considerations are in effect. For second and succeeding pages, Form 53a will be used. Courtesy copies may be prepared on "Letterex" paper. (For multiple station dispatches see paragraph F.)

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2. Addressee

- \* a. The addressee will be the officer in charge of the communications installation and shall be addressed;

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(1) Chief, Area, City (e.g., Chief, [REDACTED])

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(2) Senior Communications Officer, Country or State (see APPENDIX E)

(3) Chief, Cryptonym, City (e.g., Chief, [REDACTED]) will be used when addressing correspondence to a Relay Facility.

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(4) Communications Officer, City (e.g., Communications Officer, [REDACTED])

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(5) Communicator, City (e.g., Communicator, [REDACTED])

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b. Exceptions to the above method of addressing dispatches will be announced by a notice.

c. When it is necessary to address the senior DDP representative the address is Chief of Station, City; or Chief of Base, City.

3. Information Addressees

When copies are to be sent to installations other than the action addressee, the appropriate designation shall be made in the space marked "INFO".

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4. From

Enter the cryptonym "Chief, [REDACTED]" except for Office of Logistics Supply Depots. (Procedures for the preparation of Logistics Supply Depots are in APPENDIX C).

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5. Subject

Subjects are to be brief yet specifically define the matter discussed. Special indicators may be used and are to be typed in capital letters immediately preceding the subject. Example:

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[REDACTED] Overtime Payment - Joseph A. DOE.

6. Action Required/Reference

a. The indication of "Action Required" is optional. If used, write a brief statement such as "None", "For Information Only", "See para \_\_\_ below", etc.

b. References to dispatches shall be by number and date. References to cables shall be by station or Headquarters number and date. They shall be typed in the space immediately below "Action Required". References may be listed one below the other or, to conserve space, arranged across the page.

7. Processing Block

The "Processing Block" is for the Clandestine Service only and is to be ignored.

8. Content

a. Dispatches shall be limited to official business.

b. No more than one specific subject will be covered in a dispatch.

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110.1 DISPATCH AND POUCH PROCEDURES - con't

\* 9. Signature

The D/CO, DD/CO, OC-O, and Chiefs and Deputy Chiefs of Staffs and Divisions, except for the Operations Staffs, are authorized to sign dispatches. Dispatches originated by the OC Operations Staffs will be signed by the OC-O, DD/CO, or the D/CO.

10. Date

a. The date the dispatch is prepared will be typed by the originating office at the left below the text on all Headquarters copies.

b. The date of actual release (which will be the date used whenever referring to a dispatch) will be typed or stamped at the right, in the space provided by the releasing office.

\* 11. Dispatch Symbols and Numbers

a. Dispatches will be numbered with the appropriate Division or Staff symbol (as follows), followed by the last two digits of the current year, and numerical series beginning with 001. On 1 January of each year, the numerical series will revert to 001. Example: ADM 69-001.

<u>COMPONENT</u>	<u>DISPATCH</u>
D/CO	OC
DD/CO	OC
Executive Assistant	OC
Special Assistant for Research and Development	OC
Special Assistant for NCS	OC
Chief of Operations	OCO
Africa Staff	OCO
Americas Staff	OCO
Europe Staff	OCO
Far East Staff	OCO
Middle East Staff	OCO

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110.1 DISPATCH AND POUCH PROCEDURES - con't

* .	<u>COMPONENT</u>	<u>DISPATCH</u>
	Administration Staff	ADM
	Career Management and Training Staff	CMS
	Communications Security Staff	CY
	Program Coordination Staff	OC
	Covert Communications Division	CCD
	Special Programs Division	SPD
	Staff Communications Division	SCD
	Overseas Support Group	OCO

b. The originator of a dispatch will obtain the appropriate number from the respective Division or Staff registry. If, after a number has been obtained, a dispatch should be cancelled, the issuing Division or Staff is to be notified immediately.

c. Should the same number be assigned to two separate dispatches, the issuing Division or Staff will rectify the error as follows:

(1) If the dispatch has not been pouched, a new number will be assigned to the dispatch bearing the latest date.

(2) If the dispatch has been pouched, the dispatch bearing the latest date will be amended by the addition of the letter "A" e.g., ADM 65-001 becomes ADM 65-001-A. In this case the Division or Staff concerned will be responsible for notifying the field.

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12. Enclosures

a. Preparation

(1) A complete set of enclosures, if available, will accompany each copy of the dispatch sent to the action addressee, and where possible or applicable, with the information copies.



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(3) The following notation will be either typed at the top of the enclosure or on a separate sheet of paper and securely fastened to the enclosure:

"Enclosure No. \_\_\_\_\_ to Dispatch

No. \_\_\_\_\_ for Station \_\_\_\_\_."

or

"Separate Cover Enclosure(s) No. \_\_\_\_\_

to Dispatch No. \_\_\_\_\_ for Station \_\_\_\_\_."

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b. Sterilization

Enclosures are to be prepared in a sterile form, following the same procedures for dispatches and other official documents. If enclosures cannot be sterilized (received from another office already prepared, etc.), other appropriate means, such as split transmission shall be used.

c. Listing on Dispatch

(1) Enclosures will be listed at the lower left of the dispatch, two spaces below the typed name of the signer, with an indication of the number of copies of each enclosure, for example:

Enclosures:

1. DF Logs (1 copy)
2. Monitor Logs (2 copies)

(2) If the text of the dispatch consists merely of a transmittal sentence and a tabulated list of enclosures, it will be sufficient to indicate at the lower left, below the message, the following:

Enclosures: (number) as stated

d. Fragile Enclosures

When enclosures require careful handling during Headquarters processing and upon arrival at their destination, the following precautions will be taken:

(1) The transmittal dispatch will clearly indicate the nature of the enclosures.

(2) The enclosures will be placed



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in a sealed envelope which will bear the dispatch number and the notation "FRAGILE ENCLOSURE -- DO NOT FOLD, BEND, STAPLE, MARK OR EXPOSE TO LIGHT". This envelope will be clipped to the dispatch in such a manner as not to damage the contents.

(3) Fragility of the enclosures will be noted in the listing on the pouch manifest and on the innermost pouch wrapper by OC-RMS.

e. Separate Cover Enclosures

(1) The notation "UNDER SEPARATE COVER" or "USC" will be typed beside the listing of enclosures on the dispatch when the enclosures will not accompany the dispatch.

(2) Separate cover enclosures do not require a transmittal dispatch when forwarded. This applies also to the forwarding of identities (see Section C).

(3) When the dispatch and separate cover enclosures are sent to OC-RMS under a single routing sheet, the forwarding office will call specific attention on the routing sheet to the fact that the enclosures are to be forwarded by separate pouch.

(4) Separate cover enclosures to transmittal manifests or transmittal dispatches addressed to [REDACTED] and [REDACTED] or their field stations will be forwarded by OC-RMS prior to their respective transmitting document.

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110.1 DISPATCH AND POUCH PROCEDURES - con't

f. Separate Cover True Name Material

In order to eliminate the necessity for the preparation of transmittals for certain types of true name material normally forwarded to the field as separate cover enclosures, the following procedures are to be followed:

(1) Documents covering actions of a personnel nature such as travel orders, career service actions, biographic sketches, etc., will be listed on a pouch manifest as items under the true name of the individual concerned. If there is an identifying number to the document, this will be shown in the column under "Dispatch Number". Items such as Credit Union Statements, W-2 Forms, etc., will be entered only as items showing the total enclosed.

(2) The pouch manifest will be addressed in the same manner as a dispatch, but it will carry no signature. As the pouch manifest is a three-part set, a copy for the releasing Division, or originator if required, can be provided by adding a sheet of "Letterex" paper at the time of preparation.

(3) The manifest will be released by the appropriate Division on the pink copy.

(4) All copies of the manifest and attachments will be forwarded to OC-RMS which will assign a Headquarters pouch number, enter the date, and distribute the manifest copies.

(5) A sample manifest is attached as EXHIBIT B.

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110.1 DISPATCH AND POUCH PROCEDURES - con't

13. Distribution

a. Number of Copies

Dispatches will be prepared in the number of copies indicated below:

\*3 copies All OC Area Headquarters.

\*2 copies Chiefs of Stations and Bases.

\*1 copy Communications Officers, [REDACTED] elements, and other communications facilities.

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Yellow Copy Official Record Copy.

Blue Copy Official Chrono Copy.

Other Copies Division and other Headquarters distribution as required.

b. Field Distribution

(1) A listing of addressee field stations not covered by a category symbol will appear at the lower left of the dispatch below the listing of enclosures. An indication of whether enclosures are included will follow each addressee listed.

(2) Dispatches which fall under the Office of Communications Standard Distribution Categories will use the category symbol listed in

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110. DISPATCHES

110.1 DISPATCH AND POUCH PROCEDURES - cont'd

APPENDIX D. Multiple station dispatch instructions are contained in Section F.

- (3) If appropriate that field recipients be aware of Headquarters distribution, the Headquarters Distribution Category Symbol will be used (see APPENDIX D).

c. Headquarters Distribution

The listing of Headquarters offices receiving distribution will be shown at the lower left of the dispatch copies retained at Headquarters.

14. Originator

The originating officer shall sign his true name on the yellow copy of Form 53.

15. Coordination

a. OC Originated Dispatches

- (1) The originator of a dispatch shall determine the extent of coordination required, consistent with geographic, operational, and support considerations.
- \* (2) The originator of a dispatch will ensure that coordinating signatures are obtained in the following order:
- (a) OC, Satellite Buildings.
  - (b) OC, Headquarters Building.
  - (c) OC Operations Staffs.
  - (d) Coordination other than OC.
- (3) Coordinating officers, within their spheres of responsibility, shall determine whether a dispatch is consistent with approved plans, policies, and procedures. Coordinators will sign the yellow copy of Form 53 in true name.

\* 17 April 1970  
Date: 23 August 1966

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110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

110.1 DISPATCH AND POUCH PROCEDURES - cont'd

- (4) Dispatches shall be coordinated with the appropriate Operations Staff. Dispatches addressed to more than two OC areas need not be coordinated with the OC Operations Staffs.

b. Non-OC Originated Dispatches

In instances where coordination is sought on dispatches originated outside OC, the OC contact point will ensure that formal coordination is also effected with other OC Divisions and/or Staffs as appropriate.

16. Release

- \*a. All dispatches and transmittals will be released by the D/CO, DD/CO, or OC-O. Those which raise a question of policy, initiate or significantly affect activities or projects, deny a request or disapprove an action or are apt to raise a controversy, shall be prepared for the signature of the D/CO and shall normally be released by the D/CO or DD/CO. [REDACTED] will release dispatches addressed to stations under their cognizance. Releasing officers shall determine, and by their signature, certify that the dispatch:

- (1) Has been properly classified, sterilized, addressed, and coordinated.
- (2) Is applicable, appropriate, and consistent with approved plans, policies, and procedures.
- (3) Is consistent with operational and security considerations pertinent to the subject matter and to the addressee.
- (4) Is consistent with the limitations regarding material which may be sent by pouch (see Section I).

- b. The releasing officer shall sign his true name on the yellow copy of Form 53 and his pseudonym initials after [REDACTED] on the "FROM" line; except when the releasing officer is the same as the signing officer, the initials may be omitted.

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110. DISPATCHES

110.1 DISPATCH AND POUCH PROCEDURES - cont'd

17. Security Classification and Group Marking

- a. The appropriate defense classification will be stamped or typed at the top and bottom of each page of all copies of a dispatch and its enclosures. If typed, capital letters separated by hyphens will be used, as S-E-C-R-E-T.
- b. The notation "GROUP 1 - Excluded from Automatic Downgrading and Declassification" shall be stamped, or in the case of reproduction master, typed adjacent to the classification at the bottom of the first page of each copy.

18. Priority and Telepouch Indicators

- a. The indicator Priority is to be used only for dispatches considered to be of such an urgent nature as to warrant interruption of routine dispatch processing. The indicator PRIORITY should be typed in capital letters just under the processing block. Form 160 (Priority Tag) should be attached to the covering Routing and Record Sheet.
- \*b. Dispatches prepared for telepouch are considered of such an urgent nature as to warrant transmission by electrical means. The phrase VIA TELEPOUCH should be inserted in the "TO:" and/or "INFO:" line immediately following each addressee requiring electrical transmission. See OC Order 110.2, Telepouch System, APPENDIX A for a listing of Authorized Telepouch Facilities.

E. SENSITIVE DOCUMENTS

1. RYBAT operational dispatches will be prepared, coordinated, and released as a regular dispatch. The sensitivity indicator will be stamped below the defense classification at the top and bottom of each page.
2. Personnel RYBATS will normally be originated by OC-A and released by the D/CO. The official record copy of personnel RYBATS will be filed in OC-A and a dummy dispatch indicating addressees, subject, and dispatch number will be prepared for OC-RMS files.
3. Sensitive dispatches will be enveloped and delivered to OC-RMS Sensitive Document Unit for processing.

\* 20 April 1970  
Date: 29 November 1965

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110. DISPATCHES

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110.1 DISPATCH AND POUCH PROCEDURES - cont'd

F. MULTIPLE STATION DISPATCHES

1. A dispatch addressed to four (4) or more stations constitutes a multiple station dispatch. These dispatches are to be prepared on Form 53 and 53a in the same format as a regular dispatch (See EXHIBIT C), except the addressee line will be left blank for later insertion of actual addressees. Category symbol(s) for standard field distribution patterns shall be used to inform addressees of other field recipients when applicable.
2. The original and yellow copies of Form 53 and 53a will be sent to PSD with a Printing Services Requisition, Form 70b, attached indicating the number of copies to be reproduced for each copy.
3. The complete list of addressee stations will appear only on/or attached to the official record copy. The originator is responsible for entering the addressees, assuring that proper distribution is indicated, that collation is completed, and that proper number of copies are assembled for forwarding to addressees.
4. Multiple station dispatches are to be released in accordance with the provision of Section D, 16.

G. TRANSMITTAL MANIFEST

- \*1. In order to eliminate unnecessary paperwork, the use of Form 1236a, Transmittal Manifest (EXHIBIT D), is encouraged as a substitute for a transmittal dispatch when the material being forwarded requires minimum explanation or directions. The Transmittal Manifest will show the quantity of each item being transmitted.
2. The Transmittal Manifest shall be prepared in a sterile form and in the same manner

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110.1 DISPATCH AND POUCH PROCEDURES - con't

\*as a dispatch with regard to addressing, dating, originator, and releasing office responsibilities. A dispatch number will not be assigned to transmittal manifests.

\*3. Two (2) copies of each transmittal manifest are required by Area Headquarters. Other communication facilities will receive one copy of the transmittal. "Letterex" tissue should be used to produce additional copies as required.

\*4. Except for material specifically covered by special procedures, the transmittal manifest shall be delivered to OC-RMS with the material which is to be forwarded firmly attached. Any material which is to be forwarded separately shall be so identified and clipped, not stapled, to the transmittal.

H. DISPATCH PROCESSING

1. Releasing Office

a. After a dispatch has been released, dated, and if necessary, reproduced by the appropriate office, it will be assembled and forwarded to OC-RMS as follows under a Routing and Record Sheet, Form 610, upon which should be noted any special pouching instructions for OC-RMS:

(1) Copies for the addressee.

(2) Copies to be sent to information addressees in the field.

(3) Yellow official record copy with background material firmly attached.

(4) Headquarters file copies.

b. Enclosures forwarded with the dispatch, either to the action addressee or to

\* 28 February 1968  
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information addressees, shall be firmly attached to the appropriate copy of the dispatch.

c. Separate cover enclosures shall be so identified and placed below the last copy of the dispatch.

d. Form 26, Control and Cover Sheet for TOP SECRET Documents, is to be used on TOP SECRET dispatches. TOP SECRET dispatches must be hand carried through coordination, release, and delivered to OC-RMS.

2. OC-RMS

OC-RMS is responsible for:

a. Screening outgoing dispatches for discrepancies (i.e., absence of enclosures, lack of appropriate number of copies, etc.) compliance with prescribed format, procedures, sterilization and security regulations, and releasing signature.

b. Preparing and forwarding pouches, via normal or special channels.

c. Arranging for shipment of oversize equipment and materials via pouch channels.

d. Obtaining clearance and preparing pouches for hand carrying.

e. Securing weight and size waivers as necessary.

f. Returning to the originator material which is improperly prepared.

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110. DISPATCHES

110.1 DISPATCH AND POUCH PROCEDURES - con't

I. POUCH TRANSMISSION FACILITIES AND LIMITATIONS

\*1. Limitations<sup>1/</sup>

"The material which the Organization forwards by pouch is subject to the limitations applicable to the diplomatic pouch. The diplomatic pouch is, by international agreement, to contain only diplomatic correspondence and documents. It is not to be used for personal mail. Each diplomatic pouch carries an official seal and certification that the contents consist only of diplomatic correspondence and documents. The seal and certification, on a reciprocal basis, guarantee freedom from customs inspection and import duty. Diplomatic pouches will not be used for perishables, liquids, explosives, fire-arms, ammunition, nitrate film, magnetized material, etc. Restrictions on the shipment of of the items listed above may not be waived."

2. Facilities

25X1C

1/ S

\* 28 February 1968  
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Approved For Release 2001/09/03 : CIA-RDP79-00657A000300060001-4

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110. DISPATCHES

110.1 DISPATCH AND POUCH PROCEDURES - con't

4. Special Shipments

\* a. Staffs or Divisions originating shipments of equipment to be forwarded through classified pouch channels have the responsibility for notifying the field that such shipments are enroute if such notification is necessary.

\* b. OC-RMS will establish the pouch channel and proper addresses, obtain dates of the estimated arrival of the equipment in the field, if available and required; and will provide this information to the Staffs or Divisions upon request.

J. HAND-CARRIED CLASSIFIED MATERIALS

1. Formal Authorization Mandatory

Under no circumstances shall classified material be hand-carried to the field by persons who do not have proper approval. This includes equipment of a classified nature which ordinarily would be transmitted by pouch. Because of the security hazard, material shall be hand-carried only in emergency situations where the necessity for immediate delivery outweighs the possibility of a compromise of security.

2. Request for Approval

If the office head concerned considers it essential that material be hand-carried, he shall request approval by forwarding three completed copies of Form 1804, Request for and Appointment of Special Courier, (see EXHIBIT E), to Chief, OC-RMS along with the material to be

\*13 January 1969

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110. DISPATCHES OFFICE OF COMMUNICATIONS ORDERS

110.1 DISPATCH AND POUCH PROCEDURES - con't

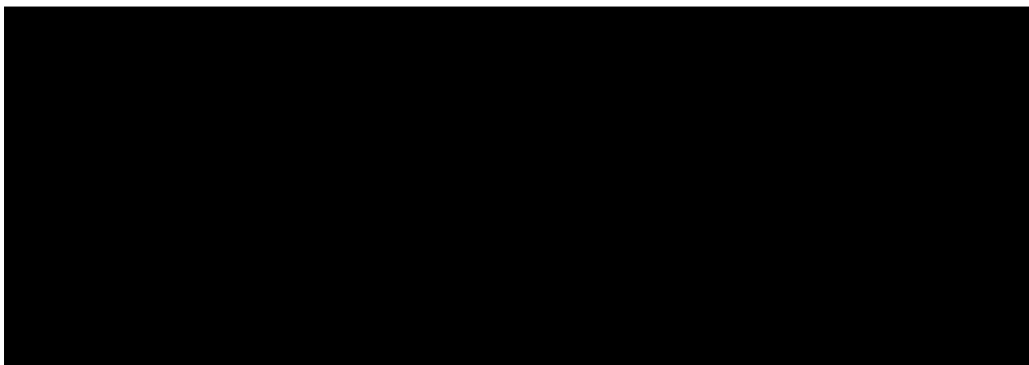
hand-carried at least one full working day in advance of the individual's departure. This will allow sufficient time for preparation of the pouch and approval of the special courier appointment to be granted or denied.

3. Release of Pouch

If approval is granted, OC-RMS shall prepare the pouch and will brief the special courier.

\* K. ADDITIONAL CHANNELS

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OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 APPENDIX A

DISPATCH AND POUCH SECURITY GUIDE

1. In order to provide Office of Communications personnel with guidance for the preparation of communications to be forwarded via the [REDACTED] pouch channel, excerpts of pertinent Agency regulations are quoted below.

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2. "Cryptonyms, pseudonyms, or identity designators will be used for:

a. [REDACTED] agencies, officials, or installations having sensitive operational relationships [REDACTED]

25X1A

b. 'Foreign officials or installations having sensitive operational relationships [REDACTED]

25X1A

c. 'Foreign or domestic associations, business organizations, political organizations, or publications having sensitive operational relationships [REDACTED]

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d. 'Geographic locations, places, or area when the relationship or activity under discussion is sensitive.

e. 'Special over-all subject matters where required by particular sensitivity.

'NOTE: [REDACTED] interprets the above to apply also to sensitive targets and other reports such as descriptions of audio operations, defector operations, PM, and other penetration operations into denied areas, and the like.

25X1A

f. [REDACTED] Staff personnel; staff personnel of other [REDACTED] offices assigned to [REDACTED] Field installations on a permanent change of station basis; staff personnel of [REDACTED] administrative offices involved in support of [REDACTED] Field installations.

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110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

110.1 APPENDIX A - con't

g. 'Agent-type personnel (including staff agents, career agents, contract agents, and field agents) and individuals having sensitive operational relationships with [REDACTED]

h. '[REDACTED] and components thereof, except those subordinate elements of [REDACTED] for which no cryptonyms are in effect.

i. 'Cover [REDACTED] installations where a short title is desirable.

j. 'Cover programs, projects, or operations."

3. Biographic Information

\* a. "PHS's, PRQ's, or other questionnaire forms containing biographic data will be transmitted as a separate cover enclosure by true name pouch.

'NOTE: The section of a PHS or of a biographic profile dealing with an employee's Agency training and job history within the Agency may be included in or with the transmittal dispatch, when it can be properly sterilized, or should be sent as another separate cover attachment to the transmittal dispatch; the true name or pseudonym of the individual should not be included in this attachment.

b. 'Biographic information not in questionnaire form will be transmitted as a separate cover enclosure to the dispatch. In the enclosure neither code name or true name will be used to identify the biographic information, but the pseudonym may be used in the dispatch when it contains his Agency history."

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4. Use of Code Designations

a. "The fact that a code designation for a non-[REDACTED] entity is available does not mean that [REDACTED] should be used in every instance. Code designations will be used only when disclosure of the true identity of persons, organizations, or activities would reveal covert or sensitive relationships in connection with [REDACTED] or when such disclosure would be harmful or detrimental to the interests of [REDACTED] or the persons, organizations, or activities concerned."

b. "Code designations and the true identities thereof will not be transmitted to and from the field in the same cable, dispatch, or pouch."

c. "Cryptonyms and pseudonyms will not be used in communications when their true meaning is clearly deducible from the content of the message. (In the event that a communications cannot be worded in such a manner to eliminate revealing words or phrases, identity designators will be used in place of cryptonyms and pseudonyms.)"

d. "Aliases will not be used in communications between Headquarters and the field."

'NOTE: Since aliases are used overtly, they should be regarded and treated as true names. Thus, aliases may be sent to and from the field as separate cover attachments so that Headquarters will be aware of their use and be able to card them, but individuals should not be referred to by alias in a dispatch as a means of identifying an individual any more that you would use any other sensitive true name (such as that of an Agency employee or a sensitive target true name)."

5. Enclosures

"All enclosures to a dispatch will be



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prepared on plain paper without [REDACTED] watermark.

'NOTE: This requirement is made to allow:  
(1) plausible denial of [REDACTED] interest,  
and (2) passage to personnel unwitting of that  
interest should the occasion arise and the  
contents permit it."

6. True-Name Material

a. "Material which by its very nature must  
contain the true names of [REDACTED] personnel or of  
persons, organizations, places, etc., having  
sensitive operational relationships [REDACTED]  
will be transmitted to the field (as set forth)  
below.

'NOTE: The [REDACTED] indicator does not  
authorize indiscriminate use of true names in  
correspondence with the field."

b. "True-name material will not be included  
in or attached to a dispatch, but will be sent  
as a separate cover enclosure to a transmittal  
dispatch."

c. "The transmittal dispatch will be signed,  
as in any other case, in pseudonym."

d. "True-name material will always constitute  
a separate pouch; it will not be included in a  
pouch containing sterilized material, nor will it  
be included in the same pouch with its transmittal  
dispatch, or any other dispatch, or any material  
which would identify the pouch as having originated  
in this Agency."

e. "A true-name pouch will not be used for  
the transmission of unsterilized material except  
as outlined above."

OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 APPENDIX C

PREPARATION OF CORRESPONDENCE FOR

OFFICE OF LOGISTICS SUPPLY DEPOTS

REFERENCE: Office of Logistics Correspondence Procedure  
(LI 42-100-5)

I. FORMAT

Correspondence is to be prepared on sterile bond paper using the standard memoranda format for CIA correspondence.

II. ADDRESSEE AND ORIGINATOR

Correspondence is to be addressed to "Communications Officer, \_\_\_\_\_ Depot" from "Director of Communications".

III. CONTENT

The content of the correspondence is to be in true name. No Agency cryptonyms or other intelligence terminology will be used. "Organization" or "Headquarters" will be substituted for the term "CIA" or "Agency".

IV. NUMBERING OF CORRESPONDENCE

The correspondence will be numbered in the originating Division or Staff dispatch symbol and numerical series.

V. DISTRIBUTION

Correspondence is to be prepared in the number of copies as indicated below:

Original and one tissue ) to be forwarded to  
Logistics Supply Depot

\*Tissue, white ) 1 each to following:  
OC-DO, chrono, and  
other files are required

\* 6 November 1967  
Date: 29 November 1965

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Tissue, Yellow

)Official Record Copy

VI. SIGNATURE, COORDINATION, AND RELEASE

\*A. Chiefs and Deputy Chiefs of Divisions and Staffs or other authorized signing officers will sign this correspondence, in TRUE NAME. The originator shall determine the extent of coordination required. OC-DO is responsible for the Logistics Supply Depots and will be the releasing office for Depot correspondence.


B. Divisions and Staffs may prepare correspondence for the signature (TRUE NAME) and/or release by OC-O, DD/CO, or D/CO.

OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 APPENDIX D

\* OFFICE OF COMMUNICATIONS DISPATCH SYMBOLS

	OC	D/CO, DD/CO, OC-O, OC-EXA, OC-P, OC-R&D, OC-NCS
	AFS	Africa Staff
25X1A		Americas Staff
	ES	Europe Staff
	FES	Far East Staff
	MES	Middle East Staff
	ADM	Administration Staff
	CMS	Career Management and Training Staff
	CY	Communications Security Staff
	RMS	Records Management Staff
	CCD	Covert Communications Division
	SCD	Staff Communications Division
	SPD	Special Programs Division

25X1A

\* 21 January 1969  
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\*110.1 APPENDIX D

OFFICE OF COMMUNICATIONS DISTRIBUTION

CATEGORY SYMBOLS

1. Field

Category Symbols

Distributed To

A	Office of Communications Field Areas [REDACTED]	25X1A
A (1)	Certain Senior Communications Officers, Certain Chiefs of Base Radio Stations and Deputy Chief, [REDACTED]	25X1A
B	Stations which have personnel assigned by Office of Communications	
B (1)	Soviet Bloc Denied Area Stations except [REDACTED]	25X1A
B (2)	Stations which have Office of Communications personnel receiving limited correspondence	
C	Stations at which Communicators are other than Office of Communications personnel, except for those stations listed under Distribution D	
D	Stations at which Communicators are other than Office of Communications personnel receiving limited correspondence forwarded to or reviewed by another field station or area headquarters.	

\* 15 January 1971  
Date: 14 November 1967

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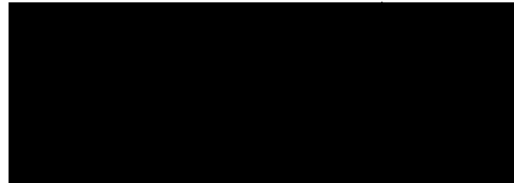
\*110.1 APPENDIX D - con't

Category Symbols

Distributed To

Generally, these stations are restricted in their operations and cannot originate or receive traffic or correspondence from any location external to the country in which they operate

E



25X1A

F

G

Field Orders Manual Holders

2. Headquarters

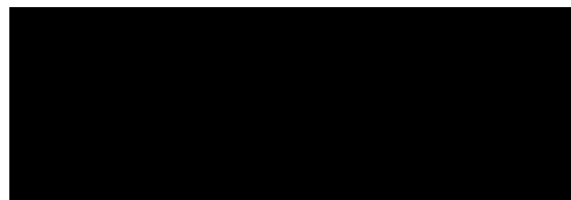
Category Symbols

Distributed To

1

Director of Communications, Deputy  
Director of Communications, Chief  
of Operations, Executive Assis-  
tant, OC-P, OC-RMS

2



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3

Distribution 2 plus Branch Chiefs

4

Distribution 3 plus Section  
Chiefs

5

Distribution to all Office of  
Communications personnel at Head-  
quarters

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\*110.1 APPENDIX D - con't

Category Symbols

Distributed To

6

Special distribution at the request of the originator, (i.e., DD/P, DD/I, DD/S, and/or DD/S&T. etc.)

7

Office of Communications Orders  
Manual Holders

3. Publication Distribution

Exceptions to standard distribution category symbols occur when distribution of publications are made to an established list of addresses. In these cases the addressee line will read: TO: ALL (i.e., [REDACTED]). The distribution will then read: [REDACTED] holders 1 cy each.

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\* 15 January 1971  
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110. DISPATCHES

110.1 APPENDIX E \*

SENIOR COMMUNICATIONS OFFICER

Those stations listed below are designated as Senior Communications Officer (SCO) and are to be addressed in correspondence as follows:

Senior Communications Officer,  
Senior Communications Officer,  
Senior Communications Officer,  
Senior Communications Officer,  
Senior Communications Officer,  
Senior Communications Officer,  
Senior Communications Officer,

25X1A

\* 15 June 1969  
Date: 20 May 1968

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OFFICE OF COMMUNICATIONS ORDERS

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110.1 EXHIBIT A \*

DISPATCH		CLASSIFICATION	PROCESSING ACTION
		S-E-C-R-E-T	MARKED FOR INDEXING
TO	(if electrical transmission is necessary)		NO INDEXING REQUIRED
INFO.	Chief, [REDACTED] VIA TELEPOUCH		ONLY QUALIFIED DESK CAN JUDGE INDEXING
FROM	Communications Officer, [REDACTED]		MICROFILM
SUBJECT	Chief, [REDACTED] (Pseudo initials of Releasing Officer)		
Format for Preparing Dispatches		PRIORITY (If necessary)	
ACTION REQUIRED - REFERENCES			
For Information Only			
REFS: A. [REDACTED] 69-123, dtd 1 February 1969			
B. DIR 12345, dtd 2 January 1969.			
<p>1. This is a sample [REDACTED] dispatch prepared on Form 53, a prepunched, 5-part, carbon-interleaved set. "Letterex" paper may be used for additional copies. Preparation and distribution of copies should be held to a minimum.</p> <p>2. Use single spacing, with a double space between paragraphs and sub-paragraphs. A brief dispatch may be double spaced.</p> <p>3. Paragraphs will be numbered consecutively and will follow the indentation pattern used in this sample. A single paragraph dispatch will not be numbered.</p> <p>4. While an actual dispatch would require copies as described in Section D, paragraph 13, a, this sample dispatch includes only the following representative copies:</p> <p>a. The original of the official dispatch form will be sent to the field. Signature is in pseudonym. The carbon copies sent to the field addressees will be like the original.</p> <p>b. The yellow copy of the dispatch is the official record copy. Signatures of the originating, coordinating, and releasing officers will appear below the solid black line in true name. Other Headquarters file copies will be like the official record copy, however, they will not ordinarily carry the handwritten signature.</p>			
- CONTINUED -			
CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE	
	ADM 69-123	Date Released	
	CLASSIFICATION	HQS FILE NUMBER	
(WHITE)	S-E-C-R-E-T		
		CLASSIFICATION	HQS FILE NUMBER
		ORIGINATING	EX.
Date Typed	OFFICE	OFFICER	TYPIST
	OC-A	True Name Signature	True Initials 4307
Distribution:	COORDINATING		
1 - OC-RMS (Official Record Copy)	OFFICE SYMBOL	DATE	OFFICER'S NAME
1 - OC-A	OC-CS		True Name Signature
1 - OC-CS	OC-MES		True Name Signature
1 - OC-MES			
	RELEASING		
	OFFICE SYMBOL	DATE (Date Released)	OFFICER'S SIGNATURE
(YELLOW)	OC-O		True Name Signature
FORM 53 USE PREVIOUS EDITION MFG. 11-66		DISPATCH	
		(Date Released)	True Name Signature
(BLUE)	OC-O		DISPATCH
FORM 53 USE PREVIOUS EDITION MFG. 11-66			

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CONTINUATION OF DISPATCH	CLASSIFICATION	DISPATCH SYMBOL AND NUMBER										
	S-E-C-R-E-T	ADM 69-123										
<p>5. The releasing date of the dispatch is typed or stamped at the lower right of the dispatch. Note that the date of preparation is typed at the lower left, below the text of the message, on all copies remaining at Headquarters.</p> <p>6. If the dispatch requires more than one page, identify the second and succeeding pages by dispatch number as illustrated above. Second and succeeding pages will be prepared on Form 53a, Continuation of Dispatch.</p> <p>7. The pseudonym signature of the signing officer of a multi-page dispatch will be on the last page of the original. The true name signatures of the signing, coordinating, and releasing officers will be on the first page of the yellow official record copy.</p> <p style="text-align: right;">(Pseudonym Signature) Typed Pseudonym of the Signing Officer</p> <p>Enclosures: 1 (Brief description), (Number of copies) 2 (Brief description), (Number of copies)</p> <p>Distribution: Orig &amp; 2 - Addressee, w/encls. 1 &amp; 2 1 - Communications Officer, [REDACTED] o encls.</p>												
<p>(WHITE)</p> <table border="1"><thead><tr><th>FORM 53a 6-64 1-601</th><th>USE PREVIOUS EDITION</th><th>CLASSIFICATION</th><th>(Check if 3 or more pages)</th><th>PAGE NO.</th></tr></thead><tbody><tr><td>53a</td><td></td><td>S-E-C-R-E-T</td><td></td><td>2</td></tr></tbody></table>			FORM 53a 6-64 1-601	USE PREVIOUS EDITION	CLASSIFICATION	(Check if 3 or more pages)	PAGE NO.	53a		S-E-C-R-E-T		2
FORM 53a 6-64 1-601	USE PREVIOUS EDITION	CLASSIFICATION	(Check if 3 or more pages)	PAGE NO.								
53a		S-E-C-R-E-T		2								
<p>(YELLOW)</p> <table border="1"><thead><tr><th>FORM 53a 6-64 1-601</th><th>USE PREVIOUS EDITION</th><th>CLASSIFICATION</th><th>(Check if 3 or more pages)</th><th>PAGE NO.</th></tr></thead><tbody><tr><td>53a</td><td></td><td>S-E-C-R-E-T</td><td></td><td>2</td></tr></tbody></table>			FORM 53a 6-64 1-601	USE PREVIOUS EDITION	CLASSIFICATION	(Check if 3 or more pages)	PAGE NO.	53a		S-E-C-R-E-T		2
FORM 53a 6-64 1-601	USE PREVIOUS EDITION	CLASSIFICATION	(Check if 3 or more pages)	PAGE NO.								
53a		S-E-C-R-E-T		2								
<p>(BLUE)</p> <table border="1"><thead><tr><th>FORM 53a 6-64 1-601</th><th>USE PREVIOUS EDITION</th><th>CLASSIFICATION</th><th>(Check if 3 or more pages)</th><th>PAGE NO.</th></tr></thead><tbody><tr><td>53a</td><td></td><td>S-E-C-R-E-T</td><td></td><td>2</td></tr></tbody></table>			FORM 53a 6-64 1-601	USE PREVIOUS EDITION	CLASSIFICATION	(Check if 3 or more pages)	PAGE NO.	53a		S-E-C-R-E-T		2
FORM 53a 6-64 1-601	USE PREVIOUS EDITION	CLASSIFICATION	(Check if 3 or more pages)	PAGE NO.								
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OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 EXHIBIT B

☐ CONFIDENTIAL

☒ SECRET

POUCH MANIFEST		
TO: [REDACTED]		Pouch No. C-1234
FROM: Headquarters Registry, Washington, D. C.		DATE 21 Feb. 1968
ITEM	DISPATCH NO.	SUBJECT AND ENCLOSURES
1.	ADM 68-1001	3 cys.
2.	ADM 68-1004	3 cys. w/att. u/s/c
3.	ENG 68-2105	3 cys.
4.	ENG 68-2107	3 cys. w/att.
5.	TM 333333	2 cys. w/att.
6.	TM 333334	2 cys. w/att.
7.	TM 333335	2 cys. w/att.
8.	TM 333336	2 cys. w/att.
9.	TM 333337	2 cys. w/att. u/s/c
10.	TM 333338	2 cys. w/att. u/s/c
11.	TM 333339	2 cys. w/att. u/s/c
12.	TM 333340	2 cys. w/att. u/s/c

PLEASE DATE AND SIGN AND RETURN THIS COPY TO HEADQUARTERS REGISTRY BY NEXT RETURN POUCH

DATE \_\_\_\_\_ SIGNATURE (Recipient) \_\_\_\_\_

☐ CONFIDENTIAL ☒ SECRET

WHITE

STATION COPY

YELLOW

FORM 255 USE PREVIOUS EDITIONS MFG. 3-67 ☐ CONFIDENTIAL ☒ SECRET (24)

HEADQUARTERS TICKLER COPY

FORM 255 USE PREVIOUS EDITIONS MFG. 3-67 ☐ CONFIDENTIAL

PINK

☐ SECRET (24)

Date: 28 February 1968

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## OFFICE OF COMMUNICATIONS ORDERS

## 110. DISPATCHES

110.1 EXHIBIT C

<b>DISPATCH</b>		CLASSIFICATION S-E-C-R-E-T	PROCESSING ACTION
TO			MARKED FOR INDEXING
INFO.			NO INDEXING REQUIRED
FROM	Chief, [REDACTED]		ONLY QUALIFIED DESK CAN JUDGE INDEXING
SUBJECT	Format for Preparing Multiple Station Dispatches		MICROFILM
ACTION REQUIRED - REFERENCES			
For Information Only			
<p>1. This is a sample of the format used in preparing Multiple Station Dispatches.</p> <p>2. The instructions in EXHIBIT A apply to Multiple Station Dispatches as to spacing, paragraph and page numbering, the dates used, and signatures.</p> <p>3. Four or more addressee stations constitute a Multiple Station Dispatch. When appropriate, standard distribution categories may be used. Category symbols are entered in the external distribution space.</p> <p>4. When a category symbol is used, the complete list of addressee stations will appear on or with the Official Record Copy.</p> <p>5. Multiple Station Dispatches may be released by officers meeting requirements.</p>			
(Pseudonym Signature) Typed Pseudonym of the Signing Officer			
Enclosures:			
1. (Brief Description), (Number of Copies)			
2. (Brief Description), (Number of Copies)			
Distribution:			
A, B, w/encls. 1 & 2			
CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE	
	OC 65-000	Date Released	
	CLASSIFICATION	HQ'S FILE NUMBER	
	S-E-C-R-E-T		

Date: 29 Nov 1965

Page: 1

S-E-C-R-E-T

## 110. DISPATCHES

**EXHIBIT D**

S-E-C-R-E-T

FORM 1236a

**S-E-C-R-E-T**

**YELLOW**

(13-47)

FORM 1236a  
4-68

**S-E-C-R-E-T**

**YELLOW**

(13-47)

\*| 17 March 1969

OC-0 (True Name Signature)

FORM 1236a

**S-E-C-R-E-T**

YELLOW

(13-47)

\* 17 March 1969  
Date: 28 February 1968

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OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.1 EXHIBIT E

SECRET			
REQUEST FOR AND APPOINTMENT OF SPECIAL COURIER	TO: Chief, RID	DATE	
REQUESTER: COMPLETE (TYPE, OR PRINT BLOCK LETTERS) SECTION I IN DETAIL. FORWARD IN TRIPLICATE.			
SECTION I			
DESCRIPTION OF MATERIAL REQUIRING SPECIAL COURIER			
NAME OF PERSON WHO WILL HANDCARRY MATERIAL	EXTENSION		
REASON(S) REGULAR POUCH WILL NOT SUFFICE			
<div style="display: flex; justify-content: space-between;"> <span>COURIER AUTHORITY IN MILITARY TRAVEL ORDERS REQUIRED</span> <span></span> </div> <div style="display: flex; justify-content: space-between;"> <span>MILITARY COURIER LETTER REQUIRED</span> <span></span> </div>			
NAME OF STAFF/DIVISION REQUESTING OFFICER	EXTENSION	SIGNATURE (Chief, Staff/Division)	EXTENSION
SECTION II			
TO: Chief, Central Cover Group			DATE
<ol style="list-style-type: none"> <li>1. Request appropriate travel orders be issued to _____, including military courier letter, if needed.</li> <li>2. Forward courier letter to RID where release will be made to special courier after pouch has been manifested and wrapped.</li> </ol>			
<div style="display: flex; justify-content: space-between;"> <span></span> <span>SIGNATURE (CHIEF, RID)</span> </div>			
DATE COURIER LETTER RELEASED BY CHIEF, RID			
DISTRIBUTION: ORG. - RID; DUPLICATE - STAFF/DIVISION; TRIPLICATE - CCO			
FORM 1804 2-61		SECRET	

Date: 29 Nov 1965

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OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.2 TELEPOUCH SYSTEM

A. GENERAL

The purpose of this Order is to establish the Telepouch System within the Office of Communications and to provide procedures for the administration of the system.

B. REFERENCE

OC Order 110.1, Dispatches, dated 29 November 1965.

C. SCOPE

- \* 1. The OC Telepouch System is effective 1 April 1967 and permits the electrical transmission of dispatches



25X1A

\* 

authorized to exchange OC telepouches with OC Headquarters and with their respective Area Headquarters.

D. PROCEDURES

1. The OC Telepouch System should be used only when the contents of a dispatch require timely delivery, but not to the extent that the use of a cable is necessary.

- \* 2. Originators will follow the procedures listed in the reference for the preparation of dispatches, except the lines of the text should not exceed 69 spaces, including indentations, spaces, and characters. Telepouch transmission will be indicated by typing "VIA TELEPOUCH" in the "To" and/or "Info" line immediately following each addressee requiring electrical transmission, i.e., To  VIA TELEPOUCH, Info:  VIA

25X1A

25X1A

\* 16 December 1968  
Date: 10 March 1967

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S-E-C-R-E-T

110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

110.2 TELEPOUCH SYSTEM - con't

TELEPOUCH. The absence of the phrase "VIA TELEPOUCH" will indicate to OC-RMS that the dispatch is to be forwarded via normal pouch channels. If telepouch transmission is disapproved by the releasing officer, he will line through the phrase.

3. Telepouches should not contain extensive lists of numbers subject to difficult processing such as stock control numbers, equipment serial numbers, etc., unless absolutely necessary.

E. RESPONSIBILITIES

1. OC-RMS

\* a. Outgoing

Telepouches will be routed to OC-RMS. OC-RMS will screen telepouches for discrepancies, compliance with prescribed format, procedures, sterilization and security regulations, and releasing signatures. OC-RMS will hand carry one copy to the Headquarters Signal Center for electrical transmission and will pouch via normal channels to those addressees, if any, not requiring electrical transmission.

\* b. Incoming

Telepouches will be received from Headquarters Signal Center on NCR paper. OC-RMS will cut and assemble into page length; cover-sheet with Routing and Record Sheet, Form 610; and disseminate according to established procedures for incoming dispatches.

\* 2. Headquarters Signal Center

a. Outgoing

Headquarters Signal Center will prepare the tapes and electrically transmit to the appropriate addressee(s).

S-E-C-R-E-T



OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.2 TELEPOUCH SYSTEM - con't

b. Incoming

Field originated telepouches will be received in the Headquarters Signal Center on NCR paper. Headquarters Signal Center will edit the original, make any service action required, and forward three (3) copies to OC-RMS.

\* 3.. OC-Staff Communications Division

OC-SCD will coordinate the activation/deactivation of telepouch facilities, establish telepouch procedures, and evaluate staff communications network capabilities to effectively support the telepouch program.

\*13 January 1969  
Date: 10 March 1967

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OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.2 TELEPOUCH SYSTEM - con't

b. Incoming

Field originated telepouches will be received in the Headquarters Signal Center on NCR paper. Headquarters Signal Center will edit the original, make any service action required, and forward three (3) copies to OC-RMS.

3. OC-T

OC-T will coordinate the activation/deactivation of telepouch facilities, establish telepouch procedures, and evaluate staff communications network capabilities to effectively support the telepouch program.

Date: 10 March 1967

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OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.2 TELEPOUCH SYSTEM

A. GENERAL

The purpose of this Order is to establish the Telepouch System within the Office of Communications and to provide procedures for the administration of the system.

B. REFERENCE

OC Order 110.1, Dispatches, dated 29 November 1965.

C. SCOPE

1. The OC Telepouch System is effective 1 April 1967 and permits the electrical transmission of

25X1A

with OC Headquarters and with their respective Area Headquarters.

D. PROCEDURES

1. The OC Telepouch System should be used only when the contents of a dispatch require timely delivery, but not to the extent that the use of a cable is necessary.

2. Originators will follow the procedures listed in the reference for the preparation of dispatches, except the lines of the text should not exceed 69 spaces, including indentations, spaces, and characters. Telepouch transmission will be indicated by typing "VIA TELEPOUCH" in the "To" and/or "Info" line immediately following each addressee requiring electrical transmission, i.e., To: [REDACTED]

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\* 17 March 1969  
Date: 10 March 1967

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110. DISPATCHES OFFICE OF COMMUNICATIONS ORDERS

110.2 TELEPOUCH SYSTEM - con't

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TELEPOUCH, Info: [REDACTED] VIA TELEPOUCH. The absence of the phrase "VIA TELEPOUCH" will indicate to OC-RMS that the dispatch is to be forwarded via pouch channels. If telepouch transmission is disapproved by the releasing officer, he will line through the phrase.

3. Telepouches should not contain extensive lists of numbers subject to difficult processing such as stock control numbers, equipment serial numbers, etc., unless absolutely necessary.

E. RESPONSIBILITIES

\* 1. Releasing

All telepouches will be released by the D/CO, DD/CO, or OC-O. Those which raise a question of policy, initiate or significantly affect activities or projects, deny a request or disapprove an action or are apt to raise a controversy, shall be prepared for the signature of the D/CO and shall normally be released by the D/CO or DD/CO.

2. OC-RMS

a. Outgoing

Telepouches will be routed to OC-RMS. OC-RMS will screen telepouches for discrepancies, compliance with prescribed format, procedures, sterilization and security regulations, and releasing signatures. OC-RMS will hand carry one copy to the Headquarters Signal Center for electrical transmission and will pouch via pouch channels to those addressees, if any, not requiring electrical transmission.

b. Incoming

Telepouches will be received from Headquarters Signal Center on hard copy. OC-RMS will cut and assemble into page length; coversheet with

OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.2 TELEPOUCH SYSTEM - con't

Routing and Record Sheet, Form 610; and disseminate according to established procedures for incoming dispatches.

3. Headquarters Signal Center

a. Outgoing

Headquarters Signal Center will prepare the tapes and electrically transmit to the appropriate addressee(s).

b. Incoming

Field originated telepouches will be received in the Headquarters Signal Center on hard copy. Headquarters Signal Center will edit the original, make any service action required, and forward three (3) copies to OC-RMS.

\* 4. OC-Staff Communications Division

OC-SCD will coordinate the activation/deactivation of telepouch facilities, establish telepouch procedures, and evaluate staff communications network capabilities to effectively support the telepouch program.

\* 13 January 1969  
Date: 10 March 1967

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110. DISPATCHES

110.2 TELEPOUCH SYSTEM

A. GENERAL

The purpose of this Order is to establish the Telepouch System within the Office of Communications and to provide procedures for the administration of the system.

B. REFERENCE

OC Order 110.1, Dispatches, dated 29 November 1965.

C. SCOPE

\* The OC Telepouch System is effective 1 April 1967 and permits the electrical transmission of dispatches

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D. PROCEDURES

1. The OC Telepouch System should be used only when the contents of a dispatch require timely delivery, but not to the extent that the use of a cable is necessary.

2. Originators will follow the procedures listed in the reference for the preparation of dispatches, except the lines of the text should not exceed 69 spaces, including indentations, spaces, and characters. Telepouch transmission will be indicated by typing "VIA TELEPOUCH" in the "To" and/or "Info" line immediately following each addressee requiring electrical transmission, i.e., To [REDACTED] VIA TELEPOUCH, Info: [REDACTED] VIA TELEPOUCH. The absence of the phrase "VIA TELEPOUCH" will indicate to OC-RMS that the dispatch is to be forwarded via normal pouch channels. If telepouch transmission is disapproved by the releasing officer, he will line through the phrase.

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\* 6 September 1968  
Date: 10 March 1967

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110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

110.2 TELEPOUCH SYSTEM - con't

3. Telepouches should not contain extensive lists of numbers subject to difficult processing such as stock control numbers, equipment serial numbers, etc., unless absolutely necessary.

E. RESPONSIBILITIES

1. OC-RMS

\* a. Outgoing

Telepouches will be routed to OC-RMS. OC-RMS will screen telepouches for discrepancies, compliance with prescribed format, procedures, sterilization and security regulations, and releasing signatures. OC-RMS will hand carry one copy to the Headquarters Signal Center for electrical transmission and will pouch via normal channels to those addressees, if any, not requiring electrical transmission.

\* b. Incoming

Telepouches will be received from Headquarters Signal Center on NCR paper. OC-RMS will cut and assemble into page length; cover-sheet with Routing and Record Sheet, Form 610; and disseminate according to established procedures for incoming dispatches.

\* 2. Headquarters Signal Center

a. Outgoing

Headquarters Signal Center will prepare the tapes and electrically transmit to the appropriate addressee(s).

b. Incoming

Field originated telepouches will be received in the Headquarters Signal Center on NCR paper. Headquarters Signal Center will edit the original, make any service action required, and forward three (3) copies to OC-RMS.

\* 6 November 1967

Date: 10 March 1967



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110. DISPATCHES OFFICE OF COMMUNICATIONS ORDERS

110.2 TELEPOUCH SYSTEM - con't

3. OC-T

OC-T will coordinate the activation/deactivation of telepouch facilities, establish telepouch procedures, and evaluate staff communications network capabilities to effectively support the telepouch program.

Date: 10 March 1967

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OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.2 TELEPOUCH SYSTEM

A. GENERAL

The purpose of this Order is to establish the Telepouch System within the Office of Communications and to provide procedures for the administration of the system.

B. REFERENCE

OC Order 110.1 Dispatches, dated 29 November 1965.

C. SCOPE

The OC Telepouch System is effective 1 April 1967 and permits the electrical transmission of dispatches

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included in this system at this time.

D. PROCEDURES

1. The OC Telepouch System should be used only when the contents of a dispatch require timely delivery, but not to the extent that the use of a cable is necessary.

2. Originators will follow the procedures listed in the reference for the preparation of dispatches except the lines of the text should not exceed 69 spaces, including indentations, spaces, and characters. Telepouch transmission will be indicated by typing "VIA TELEPOUCH" in the "To" and/or "Info" line immediately following each addressee requiring electrical transmission, i.e., [REDACTED] VIA TELEPOUCH, Info: [REDACTED] VIA TELEPOUCH. The absence of the phrase "VIA TELEPOUCH" will indicate to OC-RMS that the dispatch is to be forwarded via normal pouch channels. If telepouch transmission is disapproved by the releasing officer, he will line through the phrase.

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Date: 10 March 1967

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110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

110.2 TELEPOUCH SYSTEM - con-t

3. Telepouches should not contain extensive lists of numbers subject to difficult processing such as stock control numbers, equipment serial numbers, etc., unless absolutely necessary.

E. RESPONSIBILITIES

1. OC-RMS

\*a. Outgoing

Telepouches will be routed to OC-RMS. OC-RMS will screen telepouches for discrepancies, compliance with prescribed format, procedures, sterilization and security regulations, and releasing signatures. OC-RMS will hand carry one copy to the Headquarters Signal Center for electrical transmission and will pouch via normal channels to those addressees, if any, not requiring electrical transmission.

\*b. Incoming

Telepouches will be received from Headquarters Signal Center on NCR paper. OC-RMS will cut and assemble into page length; cover-sheet with Routing and Record Sheet, Form 610; and disseminate according to established procedures for incoming dispatches.

\*2. Headquarters Signal Center

a. Outgoing

Headquarters Signal Center will prepare the tapes and electrically transmit to the appropriate addressee(s).

b. Incoming

Field originated telepouches will be received in the Headquarters Signal Center on NCR paper. Headquarters Signal Center will edit the original, make any service action required, and forward three (3) copies to OC-RMS.

OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.2 TELEPOUCH SYSTEM

A. GENERAL

The purpose of this Order is to establish the Telepouch System within the Office of Communications and to provide procedures for the administration of the system.

B. REFERENCE

OC Order 110.1 Dispatches, dated 29 November 1965.

C. SCOPE

The OC Telepouch System is effective 1 April 1967 and permits the electrical transmission of dispatches

25X1A

included in this system at this time.

D. PROCEDURES

1. The OC Telepouch System should be used only when the contents of a dispatch require timely delivery, but not to the extent that the use of a cable is necessary.

2. Originators will follow the procedures listed in the reference for the preparation of dispatches except the lines of the text should not exceed 69 spaces, including indentations, spaces, and characters. Telepouch transmission will be indicated by typing "VIA TELEPOUCH" in the "To" and/or "Info" line immediately following each addressee requiring electrical transmission, i.e., To [REDACTED], [REDACTED] VIA TELEPOUCH, Info: [REDACTED] VIA TELEPOUCH. The absence of the phrase "VIA TELEPOUCH" will indicate to OC-RMS that the dispatch is to be forwarded via normal pouch channels. If telepouch transmission is disapproved by the releasing officer, he will line through the phrase.

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Date: 10 March 1967

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110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

110.2 TELEPOUCH SYSTEM - con't

3. Telepouches should not contain extensive lists of numbers subject to difficult processing such as stock control numbers, equipment serial numbers, etc., unless absolutely necessary.

E. RESPONSIBILITIES

1. OC-RMS

a. Outgoing

Telepouches will be routed to OC-RMS. OC-RMS will screen telepouches for discrepancies, compliance with prescribed format, procedures, sterilization and security regulations, and releasing signatures. OC-RMS will hand carry one copy to the OC-Signal Center for electrical transmission and will pouch via normal channels to those addressees, if any, not requiring electrical transmission.

b. Incoming

Telepouches will be received from OC-S/C on NCR paper. OC-RMS will cut and assemble into page length; coversheet with Routing and Record Sheet, Form 610; and disseminate according to established procedures for incoming dispatches.

2. OC-S/C

a. Outgoing

OC-S/C will prepare the tapes and electrically transmit to the appropriate addressee(s).

b. Incoming

Field originated telepouches will be received in the OC-S/C on NCR paper. OC-S/C will edit the original, make any service action required, and forward three (3) copies to OC-RMS.

S-E-C-R-E-T

~~SECRET~~

OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.2 TELEPOUCH SYSTEM

A. GENERAL

This Order establishes the Telepouch System within the Office of Communications and provides procedures for the administration of the system.

B. REFERENCE

OC Order 110.1, Dispatches, dated 29 November 1965.

\*C. SCOPE

The OC Telepouch System permits the electrical transmission of dispatches between Headquarters and the stations listed in APPENDIX A.

D. PROCEDURES

1. The OC Telepouch System should be used when the contents of a dispatch requires timely delivery, but not to the extent that a cable is necessary.
2. Originators will follow the procedures listed in the reference for the preparation of dispatches, except the lines of the text should not exceed 69 spaces, including indentations, spaces, and characters. Telepouch transmission will be indicated by typing "VIA TELEPOUCH" in the "TO" and/or "INFO" line immediately following each addressee requiring electrical transmission; i.e.,  
[REDACTED] TELEPOUCH, INFO: Chief,  
[REDACTED] The absence of the phrase "VIA TELEPOUCH" will indicate to OC-RMS that the dispatch is to be forwarded via pouch channels. If telepouch transmission is disapproved by the releasing officer, he will line through the phrase.
3. Telepouches should not contain extensive lists of numbers subject to difficult processing such as stock control numbers, equipment serial numbers, etc., unless absolutely necessary.

\* 20 April 1970  
Date: 10 March 1967

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~~SECRET~~

110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

110.2 TELEPOUCH SYSTEM - con't

E. RESPONSIBILITIES

\*1. Releasing

All telepouches will be released by the D/CO, DD/CO, or OC-O. Those which raise a question of policy, initiate or significantly affect activities or projects, deny a request or disapprove an action or are apt to raise a controversy, shall be prepared for the signature of the D/CO and shall normally be released by the D/CO or DD/CO.

2. OC-RMS

a. Outgoing

Telepouches will be routed to OC-RMS. OC-RMS will screen telepouches for discrepancies, compliance with prescribed format, procedures, sterilization and security regulations, and releasing signatures. OC-RMS will hand carry one copy to the Headquarters Signal Center for electrical transmission and will pouch via pouch channels to those addressees, if any, not requiring electrical transmission.

b. Incoming

Telepouches will be received from Headquarters Signal Center on hard copy. OC-RMS will cut and assemble into page length; coversheet with Routing and Record Sheet, Form 610; and disseminate according to established procedures for incoming dispatches.

3. Headquarters Signal Center

a. Outgoing

Headquarters Signal Center will prepare the tapes and electrically transmit to the appropriate addressee(s).

OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

110.2 TELEPOUCH SYSTEM - con't

b. Incoming

Field originated telepouches will be recieved in the Headquarters Signal Center on hard copy. Headquarters Signal Center will edit the original, make any service action required, and forward three (3) copies to OC-RMS.

\*4. OC-Staff Communications Division

OC-SCD will coordinate the activation/deactivation of telepouch facilities, establish telepouch procedures, and evaluate staff communications network capabilities to effectively support the telepouch program.

\* 13 January 1969  
Date: 10 March 1967

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